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ABSTRACT

In the fall of 1974, the Nassau County Library System conducted a study of the New Hyde Park Public Library at the request of that library's directing board. Relevant documents and statistics were reviewed, building usage was studied, and the library staff and community organizations were questioned. The library was analyzed in terms of the population it served; the operations of its directing board; its standards, collections, service program, and physical plant; its technical processes; and its public relations program. Because jurisdictional confusion presently existing results in double taxation and duplicated library service for the community, the study recommended that the New Hyde Park Public Library be closed. However, an option for continued operations with improved service was also outlined. The appendixes to this report describe the study instruments and methods. (SL)

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NEW HYDE PARK PUBLIC LIBRARY

a study

1975

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A study conducted by the staff of the Nassau Library System --

May 1975

TABLE OF CONTENTS

PREFACE	ii
THE SERVICE AREA OF THE NEW HYDE PARK PUBLIC LIBRARY	I - 1
THE LIBRARY - A BRIEF REVIEW	II - 1
THE LIBRARY'S BOARD OF TRUSTEES	III - 1
LIBRARY STANDARDS - A FRAME OF REFERENCE	IV - 1
THE LIBRARY'S COLLECTION, SERVICE PROGRAM AND PHYSICAL PLANT	V - 1
TECHNICAL SERVICES	VI - 1
PUBLIC RELATIONS	VII - 1
CONCLUSIONS AND RECOMMENDATIONS	VIII - 1

APPENDIX

Maps	A - 1
Bibliography	B - 1
Questionnaire	C - 1
Building Usage Study	D - 1
Circulation Distribution Form	E - 1

PREFACE

One of the many services offered by the state - and county - supported Nassau Library System to the 55 member public libraries within Nassau County is the comprehensive library survey designed to assist Boards in formulating planning goals. Each Board, of course, has differing reasons for seeking a survey - some are concerned about building needs, others desire time and motion studies of operations such as circulation procedures, while still others are interested in becoming more accessible and useful to the public they are designed to serve and hope to find new avenues of service through outside consultation. Without a doubt, the popularity of this service has increased recently as national political affairs demanded a more careful accountability in all realms of government and as social service funds begin to shrink at an alarming rate with the inflationary trend daily gnawing at the dollar buying power. The request for a study at the New Hyde Park Public Library came by way of a letter, dated February 21, 1974, to Mr. Andrew Geddes, Director of the Nassau Library System. Within the letter of request, Mrs. Caroline Vinokur outlined what the Board sought by asking for "a complete survey." On February 25, 1974, Mr. Geddes replied that definite scheduling would have to wait until other commitments were completed, but the New Hyde Park Public Library's request would be placed on the calendar at the earliest available date and that the System was pleased to be of service. Later that spring, a request from the Board of the Hillside Public Library for a System survey prompted Mr. Geddes to correspond with both Boards through a letter dated April 9, 1974 suggesting that a joint survey be scheduled as the two libraries serve overlapping jurisdictional units. Such an agreement could not be negotiated however as both Boards indicated an interest in internal and, thus, separate studies. As the other member library requests, which had preceded the New Hyde Park request, were completed the study got underway during the fall months of 1974.

The study involved usage of the four following data sources:

1. a review of relevant documents, statistics, field visit reports, history of the library, past survey results and other published materials,
2. interviews with the Director and her staff, and
3. building usage survey results, and
4. community organization questionnaire answers.

This study of the New Hyde Park Public Library had another unique facet that also had to be taken into consideration - i.e. the difficulties encountered in definition of service area since the village boundaries of New Hyde Park overlap with School District #5 and also with School District #16. In effect then, the final conclusions were arrived at from several vantage points since the library obviously does not operate in a vacuum and must interact with the community and legal structure of which it is a part.

Once the relevant facts were gathered and assessed, tentative conclusions were reached and further studied before the outlines on the following pages were realized. There are several options open to the Board of Trustees of the New Hyde Park Public Library for effecting quality library service for the village citizens. In most every case though realization of improved service must mean giving up some controls in order to obtain other more meaningful objectives. This very process of arriving at the most desirable future path cannot be delegated to any outside consultant team and must rest where it legally belongs, i.e. with the Board in whom the villagers have placed their trust for actions in their best interest.

During the course of the survey, none of the trustees were interviewed, so it does seem appropriate to indicate that the staff at the Nassau Library System is always available to discuss issues presented here or to assist with implementing any recommendations or to clarify details of the study. Certainly, a word of thanks must go to the Director, Mrs. Caroline Vinokur, who worked with all the consultants and took time out of her full schedule to answer questions, conduct tours, and provide materials. Appreciation should also go to all those who assisted with the building usage survey conducted on three fall days in 1974.

A completed study of this size represents the time and talents of numerous staff at the Nassau Library System. During the fall, each consultant and specialist on the System staff made an on-site visit to the New Hyde Park Public Library to see first-hand the stage of progress that the library has presently realized. From these site visits have come written reports which are the base upon which the study was formulated. Authorship of Chapter VI - Technical Services - belongs to Mr. Pfefferle while Mrs. Glaser is responsible for the contents of Chapter VII. Mrs. Javelin compiled a community organization questionnaire which is referred to in the report. The final copy was gathered from studies, statistics, the literature available in the library field, consultant reports, personal observations, an interview with Mrs. Vinokur, and numerous other sources and was written by Miss Ullom. Those closely involved in the project were:

Gloria Glaser - Public Relations Consultant
Estelle Goldstein - Adult Services Specialist
Edward Hingers - Audiovisual Consultant
Muriel Javelin - Interagency Consultant
Richard Pfefferle - Chief of Technical Services

Cynthia Randall - Reference Coordinator
Julie Russell - Young Adult Services Specialist,
Age Level Coordinator
Linda Ullom - Administrative Assistant to Director
Barbara Wolfson - Children's Services Specialist

Andrew Geddes, Director
May, 1975

THE SERVICE AREA OF THE NEW HYDE PARK PUBLIC LIBRARY

The New Hyde Park Public Library serves the incorporated village of New Hyde Park which is divided between U.F.S.D. #5 and U.F.S.D. #16 and contained partly in the Town of North Hempstead and partly in the Town of Hempstead (see Appendix A-1). The Village of New Hyde Park encompasses less than one square mile (.8 mile) and is situated in the mid-region of Nassau County near the county's western border. The portion of the village in the Town of Hempstead is bounded on the east by the incorporated Village of Garden City, on the south by the incorporated Village of Stewart Manor, and on the west by the incorporated Village of Floral Park. The northern sector of the Village of New Hyde Park is surrounded by unincorporated communities such as Floral Park Center on the west, North New Hyde Park and Hillside Park Oaks on the north, and Garden City Park on the east. The 1970 census listed the population for the Village of New Hyde Park at 10,146. LILCO's Population Survey 1974: Current Population Estimates for Nassau & Suffolk Counties listed the estimated growth rate in the Town of North Hempstead by the year 1985 as an increase of 10.6% and in the Town of Hempstead, an increase of 10.4%. By using these formulas, it is possible to arrive at the estimated population figure of 11,179 in the year 1985 for the Village of New Hyde Park, if the present rate of growth continues. However, it should be said that since the LILCO publication has appeared, population barometers appear to be indicating a leveling off of population growth for the whole of Nassau County and, consequently, the projection of 11,179 may be found to be high once the year 1985 is realized.

Considering the geographic size of the Village, New Hyde Park is rather well served by public transportation - the Metropolitan Suburban Bus Authority maintains routes along Jericho Turnpike with connections into Jamaica for east-west traffic, and north-south traffic is routed on New Hyde Park Road with transfers to Flushing or Far Rockaway. The Long Island Railroad has lines for the Huntington-Port Washington Branch through the District with the New Hyde Park Station near the library. A portion of the southern village boundary is also the boundary for the Hempstead Branch of the Long Island Railroad but the nearest station - Stewart Manor - is outside the Village proper. And although there are no major parkways or expressways crossing the Village, both the Cross Island Parkway and the Northern State Parkway are readily accessible by utilizing major thoroughfares in the area. The library itself, though not situated at the geographic heart of the village does have the advantage of being on the major artery in the village - Jericho Turnpike.

According to 1970 census information, the median family income in the Village of New Hyde Park is $12,946 compared with the higher Nassau County median of $14,632.

Two percent of the families in New Hyde Park have incomes less than the poverty level and 25.3% of all people in the village receive some form of social security income. Income does cluster within the range $10,000 to $24,999 with 63.09% of the families having incomes in this grouping. Occupationally, the majority of workers are in the job category - "clerical and kindred workers;" followed by craftsmen, foremen, and kindred workers; and then by service workers (cleaning service, food service, protection service, etc.).

Comparisons between the 1960 and 1970 census show two distinct trends in age groupings within the village that need to be considered in future planning for the community. First, during the ten year span, there was a drop of 36.64% in the number of children under the age of five years and, secondly, the over-65 age group increased 21.28% during the same period. The median age of the male population of New Hyde Park is 33.3 years and of the female population it is 37.3 years. County-wide, the median age for men is 28 years and for women it is 31.4 years. Quite obviously, the village of New Hyde Park has an older group than the county average. Educationally, the village residents, both male and female, have a median of 12.1 school years completed. Just as a recap then, we see a village that is economically below the county average, is suffering a decline in school age population, has a high proportion of senior citizens, and has some schooling - perhaps technical or clerical - beyond the high school level. Such a community profile should alert library planners to the need for innovative services beyond the traditional book depository function that libraries have fulfilled for generations.

The vast majority of the village residents are white with .3% being counted as Negro in the 1970 census compared with the 4.6% Negro composition of Nassau County as a whole. The largest group of foreign stock listed their country of origin as Italy, followed by a group listed as "All other and not reported," then Poland, and next Germany. By far, native Americans comprise the largest group.

Within the village boundaries there is one parochial school, Holy Spirit School, serving grades 1-8 and one U.F.S.D. #5 elementary school, New Hyde Park Road School.

THE LIBRARY - A BRIEF REVIEW

It takes a great deal of imagination to picture present day New Hyde Park as the site of widespread truck farming that according to known records flourished in the area about the time of the opening of the first post office in 1871. From then until 1938, when favorable legislation encouraged building - residential and industrial development - truck farming appears to have been the major village occupation. In 1927 the village itself was incorporated. Some years before though, local residents saw the need for school facilities and so constructed in 1908 a local schoolhouse which is the present home of the library and the village governmental offices. The library itself occupies the major portion of the basement of this former schoolhouse.

Originally, a New Hyde Park public library was formed through the efforts of members of three local clubs, i.e. the Civic Club, the PTA, and the Board of Trade (which has today become the Chamber of Commerce). The collection itself was comprised of donations from the clubs as well as solicitations for books from local residents. This library apparently functioned between the years 1924 and 1929 and may have expired due to lack of an adequate facility.

Mr. J. Edwin Russell, Village Clerk, revived the public library fever during August, 1936. With funds from the Village Board, a librarian provided by the WPA, labor for setting up the facility supplied by the National Youth Administration, and space appropriated in the municipal building (the original 1908 schoolhouse structure) - the library opened on November 16, 1936. On June 16, 1939 the New Hyde Park Public Library was granted a provisional charter by the Board of Regents of the State University. The absolute charter for the library was issued December 17, 1948.

By 1945, the difficulty with providing service for School District #5 residents beyond the boundaries of the village proper was already surfacing. For in that year, U.F.S.D. #5 voted to grant the library $150 to be used for book purchases with the reciprocal agreement being that school district pupils could use the New Hyde Park Public Library free of excess "out-of-district" fees. This policy apparently continued until the money had grown to a $3,000 annual allowance from the school district by 1958. The first year that the District did not provide book monies to the New Hyde Park Public Library appears to be 1966, oddly enough some four years after the opening of the U.F.S. District #5 library - i.e. the Hillside Public Library of New Hyde Park.

From all indications, the discussions about how to resolve the lack of a public library facility for those residents living beyond the village limits and yet within School District #5

are some three decades old and yet remain essentially unresolved. The Hillside Public Library was created by vote of the citizens of U.F.S. District #5 during 1961 even though part of the District lay within the boundaries of the village of New Hyde Park. During these years of mulling over the state of affairs that exists with two libraries serving overlapping jurisdictional units, apparently many theories have surfaced about where to place the blame for the whole problem. Some appear to feel that the exact moment of the District vote - during the vacation season of the summer - encouraged a warped decision. Certainly, the matter of ceasing the gentleman's agreement whereby the school district helped foot the materials' bill for the village library also caused concern. Despite any of these side issues though, at least three valid questions could be asked. That is, was the citizenry of District #5 wrong to not work within the system to right whatever injustices they saw rather than throw in the towel, ignore what was and create a new entity? Or, was the Village Library Board wrong not to attempt to expand their service area limits by contract or otherwise and thus forestall creation of another facility? Or was the State Education Department wrong to grant a provisional charter to the Hillside Public Library when the library's existence obviously created a jurisdictional problem of overlapping boundaries and consequently, of double taxation? In this report there will be no assignment of blame to any of the participants whether listed above or perhaps unlisted as it would serve no useful purpose. What is, exists as fact, and must be dealt with as fact without reference to an imaginary world in which none of the problems would ever have occurred except for Action A, Action B, etc. Before leaving this subject though it does seem necessary to point out that each of the three participants in this finger pointing ritual - the voters of District #5, the New Hyde Park Village Library Board, and the Division of Library Development - are really victims of a legal structure that has yet to resolve effectively the problems encountered with the proliferation of taxing units.

In fact, even though much talk has gone into the overlapping problem between the Hillside Public Library and the New Hyde Park Public Library little attention appears to have focused on the double taxation situation that also exists between the Elmont Public Library serving U.F.S. District #16 and the New Hyde Park Public Library. Fortunately, in no area of the village is there triple taxation for library service, however, in the northern sector there is double taxation with Hillside and New Hyde Park and in the southern sector there is double taxation with Elmont and New Hyde Park. Essentially, three different public libraries are attempting to serve various sectors of the village proper which makes for a tangle and demands solution.

Some of the highlights of the recent growth of the New Hyde Park Public Library include: addition of a children's room during 1952, joining the Nassau Library System in 1959, being one of the ten small system libraries surveyed by New Jersey Library Consultant, Mr. Kenneth F. McPherson, during 1966, and in 1974, adding a meeting room to the basement section devoted to library use. Present librarian of the New Hyde Park Public Library is Mrs. Caroline Vinokur.

During 1974, the library operated on a 6 day schedule from 10a.m. to 6p.m. on Monday, Tuesday, and Thursday, and from 10a.m. to 9p.m. on Wednesday and Friday,

and from 9 a.m. to 5 p.m. on Saturdays. Total open hours per week equal 54 during the winter months and 46 for the months of July and August when the Saturday schedule is not maintained.

The 1908 school building that houses the New Hyde Park Public Library and the village offices faces Jericho Turnpike although entrance to the library is off the side street and directly off the side parking lot. An outside sign clearly identifies the existence of the library but further directional assistance is needed to assist patrons unfamiliar with the library to the side entryway. Once inside the building, a small flight of stairs must be negotiated to arrive at the entrance to the library. This stairway is a barrier to those potential patrons with mobility handicaps, including many in the senior citizen category. It is apparent that every effort has been made to brighten the rather cramped quarters of the basement to add warmth to the library and yet the basement location and the age of the building serve to limit whatever progress can be made with interior decor. To the right of the entrance is the circulation desk and to the left, a large part of the adult collection can be found. In this area, the periodical storage closet, the sizeable mystery collection, an exhibit case, study tables and chairs and shelving for the majority of the adult materials are situated. Two passageways off of this first room lead 1) into the children's room and 2) into the young adult alcove which is a passageway into the new meeting room. The children's room is rather unusually shaped to take advantage of all available space. Shelving, tables and chairs, periodical display and the adult reference island are all part of this area. The alcove connecting the main library room, the children's area and the new meeting room, houses the young adult collection, the adult biography, the adult short story collection, the phonodisc collection and a large display easel supplied by the county for placement of free informational flyers on the many county services and facilities. The meeting room, opened to the public this past fall, is paneled, has attractive curtains and new furnishings and will seat most of the groups that presently make use of the New Hyde Park Public Library craft activities. The main disadvantage of this new room is the absence of an outside entrance that would eliminate the necessity of having the library open hours when the meeting room is in use. As it now is designed, patrons must cross the main library room and the young adult alcove to enter the meeting room. Behind the scenes space at the New Hyde Park Public Library is limited. There are toilet facilities for both men and women at the far corner of the children's room. Staff work and storage space is really confined to a narrow corridor of the basement located slightly to the side and behind the circulation desk. Some more storage space is found in a closet-like passageway directly behind the circulation area. As things are now working out, the new meeting room with its adequate light and comfortable lounge seating appears to be more and more used as a staff lounge/work area. Even a first tour through the present New Hyde Park Public Library cannot fail to impress one with the knowledge that existing in a structure not designed as a library presents enormous problems for the staff as well as for the patrons using the library.

THE LIBRARY'S BOARD OF TRUSTEES

Organizationally, the New Hyde Park Public Library is a village library with the Public Library Board being one of the official planning, advisory bodies in the village governmental structure. There are five Board members - all appointed by the village Board of Trustees to serve terms of five years. In the present set of Bylaws governing operation of the "Board of Trustees of the Incorporated Village of New Hyde Park Public Library," provision is also made for a Liaison Trustee, appointed by the Village Mayor, "to convey the dealings of the Library Board to the Village Board of Trustees." Regular meetings of the Library Board occur monthly with the exact schedule for the year determined at a yearly annual meeting of the trustees. Officers include a chairman, a vice-chairman, and a secretary whose elective positions last for two years.

Structurally, the Bylaws have been divided into six articles - Name, Officers, Meetings, Library Director and Staff, Committees, and General. Some simplification, modification and transfer of certain segments of the Bylaws into policy statements would serve to clarify the Board's intent and define actions that are traditional but not stated. For instance, although the presence of the Library Director at each Board Meeting is alluded to in the "order of business" section (Article III, Section 3) and also in the section dealing with secretarial duties (Article II, Section 6), there is no section that specifically states - "the Director shall attend all meetings, may participate in the discussion and offer professional advice, but is denied a vote upon any question." Sample copies of Bylaws are available through the Nassau Library System Service Center to assist in making revisions. Particularly useful is the Library Trustees Foundation of New York State,* "Recommended Form of Bylaws for Library Boards," which could be used as a model in updating the present New Hyde Park Bylaws. Another addition that should be made is including the existence of a permanent Finance Committee and its enumerated functions under Article V. Items that should be deleted from the Bylaws include: policy statements on vacation, use and availability of the library, overdue fines, book selection, censorship, weeding, etc. All of these items plus the "purpose" clause of the New Hyde Park Public Library could be incorporated into a "policy and procedure" handbook.

During the past year, concerns of the Board must have centered around completion of the remodeling of the library meeting room which was dedicated on November 3, 1974. It is difficult to speculate beyond this however, since the minutes of the Board meetings for the past year were not made available for consultation during the study.

Present members of the Board include:

Mr. Edward Miller, Chairman
Mrs. Raymond Hillmer
Mrs. Gordon C. Kirsch
Mrs. John Pelletiere
one vacancy
Mr. Albert Bernnauer, Village Trustee Liaison to Library Board

*now known as the New York State Association of Library Boards

LIBRARY STANDARDS - A FRAME OF REFERENCE

Giving definition to objects, concepts, actions - almost anything really - is a difficult task. One solution to defining things is by using measurements that will distinguish one object from others. Thus it is that hydrogen can be defined as an element consisting of one proton and one electron, a foot is made up of 12 inches, poison ivy is a vine with leaflets in groups of 3, a lightyear is approximately 5.878 trillion miles, etc. Libraries have not yet reached a stage where dimensions will define their existence though. That is, we cannot say that a book collection of over 25,000 volumes, with a staff of one professional, and seating for 15 patrons would adequately define the term "library." So what is a library? Well, if relying on the American Heritage Dictionary, a library is "a repository for literary and artistic materials, such as books, periodicals, newspapers, pamphlets, and prints, kept for reading or reference."

Much as there is general agreement about a definition for library, there is also general understanding about what is meant by the word - diamond. If we are out in the marketplace purchasing a diamond though, it is more than casual understanding of the object that is important. Here the matter of definition becomes much more complicated because now a statement or idea of measure of quality is needed. The diamond buyer would be well advised to know the value of various cuts, the importance of proportion, the physical properties of brilliance, the grades of a stone's perfection, etc. This same method of weighing various factors in judging quality is in a sense another component in the definition process.

In librarianship the method of establishing quality is formed from comparison of existing service with standards. The public library standards that are currently in use were devised under the auspices of the American Library Association. It should be known that these standards were developed some 19 years ago and essentially remain unchanged although they have undergone some revisions. Consequently, it takes little imagination to conclude that the standards are dated; fortunately, updated standards are in the process of being formulated. In using the available though dated standards, it is wise to remember that the future standards show all indications of being ever more challenging.

For the purposes of this study the following tools were used to obtain currently accepted standards of measure:

Minimum Standards for Public Library Systems, 1966.
Published by the American Library Association. Chicago.

Statistical Standards. Addenda to Minimum Standards for Public Library Systems, 1966. Published by the American Library Association. Chicago. 1967

Wheeler, Joseph and Goldhor, Herbert. Practical Administration of Public Libraries. New York. 1962. Harper and Row.

Interim Standards for Small Public Libraries. Guidelines Toward Achieving the Goals of Public Library Service. Published by the American Library Association. Chicago. 1962.

In addition to the items listed above, the staff and trustees at New Hyde Park checked Library Yardstick: A Self-Study Questionnaire (designed by the Nassau Library System) to assist with gauging progress made to the present time. Other data was also gathered from Public & Association Library Statistics, Nassau County, 1974 which was compiled by the staff of the Nassau Library System and printed by the Nassau County Library Association. Contained in this publication is statistical data on the 54 public libraries in the county, including New Hyde Park.

Tables 1 and 2 on the following pages show the present condition of the New Hyde Park Public Library, as well as provide some guidance in forecasting future needs of the library based on the 1985 population projection of 11,179. This projection figure is based on percentage growth calculations taken from the LILCO Population Survey 1974 for the Town of North Hempstead and Hempstead and then applied locally to the population in New Hyde Park. Obviously, the projections are only rough approximations at best and, if present trends continue, could prove overly optimistic by 1985. Lines 1 and 2 of Table 1 are selected from standards statements now available and are included to add perspective to the changes required of a library as the population grows. Lines 3 and 4 are taken from annual report data submitted by New Hyde Park as a status report for the years 1970 and 1974. The final line can be utilized by planners in arriving at the goals that should be incorporated into the next ten years' plan of service. Although the New Hyde Park Public Library is working without the guidance of such a plan at present, it obviously would be of great value in carrying forward systematic objectives and not bending to the particular pressures of the moment. Certainly there is also the consideration that being funded through a committee type structure (as is the village Board) requires clear presentations before funding can be done on any other than a quite arbitrary basis. Once a ten year plan is formulated, it should receive the preview and hopefully the support of the village Board - the very body that will have to more than verbally support a ten year plan when funding time comes around yearly.

Just a quick glance at Table 1 will reveal that the "support per capita" figures of $3.11 (1970) and $3.46 (1974) are far below the New York State average per capita expenditure of $8.10 and are entirely outdistanced by the Nassau County average of $15.69. Viewed from every angle, the same conclusion is soon reached that New Hyde Park Public Library is well below the actual average expenditures of other public libraries in New York and of other public libraries in this county of Nassau. The places that the low budget shows its effect most clearly on Table 1 are in the number of staff available (3.25 F.T.E's in 1974 compared with the 5 F.T.E. recommendation) and in the circulation which is far below the suggested 9.5 per capita figure that would be indicative of a

pattern of library service that better fulfilled the needs of the community. Certainly, circulation figures, while being a useful guage of user satisfaction for the services provided, have a many faceted aspect with almost all fluctuations in circulation statistics being related to operations, services, and facilities. Thus, in the case of the New Hyde Park Library, while it is possible to see a direct correlation between budget and circulation statistics, it should also be possible to see a relation between circulation and the inadequate basement facility, between the growing need to weed and circulation, between the gap in adult programming and circulation, etc. Then too, the low circulation must be influenced by the existence of the two school district libraries that also are chartered to serve areas of New Hyde Park - i.e. Elmont Public Library and Hillside Public. Alleviating the low support per capita amounts will present a sizeable challenge to the Board and staff during a period of national belt tightening and more intense scrutiny of public use of taxpayer dollars than has occurred in recent times.

Moving on to Table 2, - a chart of facility needs compared with actual conditions - another of the major problems of the New Hyde Park Public Library becomes clear. The top two lines represent standards for the amounts of shelving space, reader space, staff work space and total floor space needed to achieve "minimum space requirements." The range of population figures is included to assist with gaining perspective for the changing requirements that come with population growth. The third line is a hypothetical rendering of the model picture that would allow the New Hyde Park Public Library to reach minimum space standards; while the next line is the actual building size and breakdown of various areas presently in the library. The fifth line is based on the population projection figure mentioned in the previous table - i.e. 11,179 in the year 1985.

In looking at Table 2 it should be known that the figures on the actual size of the present building are approximations taken from a rough drawing of the library supplied by the director. From working with the figures supplied, it does appear that the total square footage figure of 3,485 represents the outer wall measurements of the basement. However, the New Hyde Park Public Library does not have full use of the basement and even the area occupied by the library contains much inaccessible space which lowers square footage measurements considerably. Nevertheless, the measurements given as "actual" represent only approximations, as for example, there were no measurements given for the narrow unfinished basement area used by the staff, no measurements given for the new meeting room area, no indication of the amount of square footage consumed by the stairway, etc. To have an exact idea about the present building's size and the various functional areas' space, a detailed measurement of the total facility should be made. What should be evident from Table 2 is the woefully inadequate space now allocated to the library whether viewed from the approximations of the amount of floor space available in the three categories - shelving, reader space, and staff work space - or from the total floor space of the entire basement. Even viewed conservatively, the present facility should be doubled to adequately allow for study space, a lounge/reading area, a definite reference area, a story hour room, staff workspace, a librarian's office, etc.

Tables 3 and 4 are reproduced copies of pages from the latest edition of Public & Association Libraries Statistics - 1973, a publication of the Division of Library Development, and are included to provide an understanding about the status of the New Hyde Park Public Library in relation to other public libraries serving similar populations in New York State. Several other Nassau Library System members are included within the Tables: Roosevelt, Manhasset, Jericho, West Hempstead, North Merrick, Bellmore, Oyster Bay, East Rockaway, Malverne, Williston Park, and Island Park. By looking at the column headed "Adjusted Operating Excluding Capital Per Capita" it is clear that the New Hyde Park per capita of $4.04 is above many of the other listings but significantly below others. Without knowing more detail about the budgetary procedures of each library (for instance, do others have free facility space available through their governmental units), the geographic placement of each library (urban, suburban, or rural), the type of library (association, school district, special) etc., this knowledge can only provide background data for an overview.

The next set of Tables - 5 and 6 - represents figures taken from the Annual Reports prepared by the New Hyde Park Library during the years 1970 - 1974 and shows in some detail the changes that have occurred in this five year period. Just as a point of clarification, the "Total Income" column is taken from DLD Code 19 on the Annual Report form and is listed there as "Total Operating Receipts, Balance, and Transfer." "Total Expenditures" represents DLD Code 52 on the Annual Report form and is listed there as "Total Operating Disbursements." Consequently, capital expenditures, cash balances (if any), and transfer were not included as part of the operating budget. Table 5 shows us that, although there was a significant drop in the 1971 income, in all other years the available funds have risen consistently. Within the five year period, Total Income has risen by 39.21% but Total Expenditures have gone up only 18.02%. Some of this apparent accumulation of wealth can be partially explained because of the variance in the report form - fiscal year (a calendar year) compared with the actual village budget year which is different. Apparently the conversion process distorts the actual use made of some of the encumbered monies. This distortion is only assumed though and may need clarification in future annual report filing. Odd indeed is it to know that the total income figure has been on the rise only to see from column three that during the same period, the library materials budget has dropped considerably, falling some 18.47%. It is somewhat reassuring to see that the monies have gone into staff-hours if not into books - staff hours rose 16.36% in the five years. Since we do know that the book budget has dropped, it would follow that circulation should also drop and such is the case - circulation fell 15.02% from a record high during 1970. Despite the drop in book budget, the total holdings of the library continued to grow, a condition that might be considered amazing when looking only at the "added" column which fluctuates markedly from year to year. The clue to the sustained growth of the book collection can be found in the "withdrawn" column which records a meager rate of weeding every single year. At no time during this five year span did the withdrawal rate near the desirable 5% discard rate. The highest weeding rate was recorded in 1974 with a discard rate of 2.92% and next in line is the weeding done in 1972 which stands at 2.46%. This weeding rate must be increased substantially if space is to be found for continued growth.

To summarize, the total budget has risen 39.21% at the same time that expenditures rose only 18.02%. Despite any gains made in available budget though, circulation plunged 15.02%, partly accounted for by a similar drop in the library materials budget which fell 18.47%. Somewhere in all of these erratic shifts, staff hours managed to increase 16.36%.

The last table in this chapter incorporates statistics gathered from the seven libraries above and the seven libraries directly below New Hyde Park in the population column of Public and Association Libraries Statistics - 1973 (see Tables 3 and 4, referring to the libraries in the brackets). This chart certainly does not replace established standards but it does provide some perspective on New Hyde Park's status when compared with libraries serving similar population bases throughout the state. Of course, as has already been mentioned in reference to Tables 3 and 4, numerous facts remain unknown about the libraries being compared. Without additional knowledge then, Table 7 is inconclusive but still will be useful in gaining perspective on New Hyde Park's standing among the state's public libraries. The table shows that New Hyde Park is only slightly smaller in population than our composite library, has more hours per week and yet less staff time. Perhaps the most significant difference occurs in total expenditures where New Hyde Park is far behind the average expenditures of the other 14 libraries and also below the average expenditures spent on salaries by the others. Uniquely enough the amounts spent on library materials between all 15 are quite similar which could indicate that some of the other libraries have to spend more on items like pensions, grounds, utilities, building maintenance, etc. than a village library would normally incur. With such basics part of the village budget and not part of the library budget, New Hyde Park would then be free to absorb more funds in the library materials category than most of the other libraries. Notice that New Hyde Park has quite a headstart over the other 14 in collection holdings. Of course, as Table 6 clearly indicated, much of this depth needs to be weeded and represents far too many older volumes. The last data on circulation per capitas should prompt planners at New Hyde Park to begin now to seek means to upgrade the services offered so that more of the population can profit from the library's existence.

With this statistical background, a foundation has been laid upon which the following chapters will build.

TABLE 1 - NEW HYDE PARK AND NATIONAL LIBRARY STANDARDS

	Population Served	Support Per Capita*	Total Budget	Staff (one per 2000 pop.)	Book Collection	Books Per Capita	Books Added Yearly Per Capita	Circ. Yearly Per Capita	Annual Circ.
1. Standards	5,000	$ 8.10*	$46,202	2.5	20,000	4	.20	9.5	47,500
2. Standards	10,000	8.10*	81,000	5	40,000	4	.20	9.5	95,000
3. New Hyde Park (Actual - 1970)	10,146	3.11	31,612	3	34,137	3.3	.21	4.2	42,718
4. New Hyde Park (Actual - 1974)	10,768	3.46	37,309	3.25	39,152	3.6	.22	3.3	36,298
5. New Hyde Park (Projected - 1985)	11,179	**	**	5.5	44,716	4	.20	9.5	106,200

*Public and Association Library Statistics 1973.
New York State average of 704 public libraries. Nassau County average 1974 - $15.69

** Due to inflation and current trends no estimate is given.

POPULATION SERVED	SHELVING SPACE (a) SIZE OF BOOK COLLECTION	SHELVING SPACE (a) LINEAR FEET OF SHELVING(b,d)	SHELVING SPACE (a) AMOUNT OF FLOOR SPACE	READER SPACE	STAFF WORK SPACE	ESTIMATED ADDITIONAL SPACE NEEDED (c)	TOTAL FLOOR SPACE
5,000 - 9,999	15,000 vol. plus 2 books per capita for pop. over 5,000	1,875 linear ft. Add 1 foot of shelving for every 8 bks. over 15,000	1,500 sq.ft. Add 1 sq.ft. for every 10 bks. over 15,000	Min.700 sq.ft. for 23 seats. Add 4 seats per M.over 5,000 pop. served, at 30 sq.ft. per reader space.	500 sq.ft. Add 150 sq.ft. for each full time staff member over 3	1,000 sq.ft.	3,500 sq.ft. 0.7 sq.ft. per capita, whichever is greater
10,000-24,999	20,000 vol. plus 2 books per capita for pop. over 10,000	2,500 linear ft. Add 1 ft. of shelving for every 8 bks. over 20,000	2,000 sq.ft. Add 1 sq.ft. for every 10 bks. over 20,000	Min.1,200 sq.ft. for 40 seats. Add 4 seats per M.over 10,000 pop served, at 30 sq. ft.per reader space	1,000 sq.ft. Add 150 sq.ft. for each full time staff member over 7	1,800 sq.ft	7,000 sq.ft. or 0.7 sq.ft. per capita, whichever is greater
New Hyde Park 1974 - pop.10,768 (based on standards should have)	21,536 vol.	2,692 linear ft.	2,153 sq.ft.	1,200 sq.ft. 40 seats	1,000 sq.ft.	1,800 sq.ft.	7,538 sq.ft.
New Hyde Park-1974 Actual	39,152 vol.	N.A.	1,307 sq.ft.	343 sq.ft. 12 seats	240 sq.ft.		3,485 sq.ft.
New Hyde Park-1985 (Projected-11,179) Standards	22,358 vol.	2,794 linear ft.	2,235 sq.ft.	1,320 sq.ft.	1,000 sq.ft.	1,800 sq.ft.	7,825 sq.ft.

a. Libraries in systems need only to provide shelving for basic collection plus number of books on loan from resource center at ANY ONE TIME
b. A standard library shelf equals 3 linear feet
c Space for circulation desk, heating and cooling equipment, multipurpose room, stairways, janitor's supplies, toilets, etc., as required by community needs and the program of library service
d. Can shelve approximately 8 books per linear foot.

*Taken from Interim Standards for Small Public Libraries

TABLE 2 - GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS*

SYSTEM AND NONSYSTEM STATISTICS BY POPULATION SERVED

POPULATION CHARTERED TO SERVE	LIBRARY LOCATION	SYS-TEM	VALUATION PER CAPITA	BOOKS ADDED BY LOCAL PURCHASES AND GIFTS	BOOK HOLDINGS TOTAL	BOOK HOLDINGS PER CAPITA	PERCENT JUVENILE BOOK IS OF TOTAL BOOKS	CIRCULATION TOTAL	CIRCULATION PER CAPITA	NUMBER OF HOURS OPEN PER WEEK
16,556	ENDICOTT	4C	7,206	5,076	59,634	3.60	35	286,347	17.29	67
16,554	ROOSEVELT	N	9,600	2,781	31,223	1.88	36	27,121	1.63	68
16,030	ONEONTA	4C	3,653	1,111	42,307	2.63	19	90,086	5.61	69
16,021	MASSENA	NC	8,429	2,483	35,205	2.19	25	170,468	10.64	48
15,959	AMITYVILLE	S	7,755	4,911	52,574	3.29	31	107,131	6.71	48
15,907	CANANDAIGUA	P	6,696	1,656	31,695	1.99	21	66,154	4.15	52
15,888	LEWISTON	NIO	6,736	1,267	21,506	1.35	23	62,921	3.96	38
15,869	RYE	W	15,684	3,264	55,377	3.48	21	131,270	8.27	56
15,686	MANHASSET	N	9,600	7,309	66,610	4.24	25	154,904	9.87	66
15,249	ISLIP	S	6,769	5,225	54,917	3.59	24	123,362	8.06	54
15,275	MALONE	CEF	4,043	1,550	23,586	1.53	19	44,345	2.90	48
14,986	BABYLON	S	7,755	4,147	41,943	2.79	38	111,924	7.46	55
14,975	JERICHO	N	11,293	8,756	46,785	3.12	29	102,444	6.84	62
14,583	WEST HEMPSTEAD	N	9,600	3,711	48,646	3.33	36	103,118	7.07	48
14,580	NORTH MERRICK	N	9,600	4,510	40,287	2.76	33	77,392	5.30	47
14,554	OGDENSBURG	NC	2,933	1,355	39,237	2.69	16	84,967	5.83	59
14,475	BELLMORE	N	9,600	4,250	52,289	3.61	20	122,984	8.49	66
14,427	SUFFERN	RC	9,346	2,958	38,857	2.69	29	165,117	11.44	87
14,426	EAST AURORA	BE	7,972	3,308	39,211	2.71	28	164,983	11.43	69
14,166	CATSKILL	MH	8,416	712	20,223	1.42	16	29,065	2.05	53
13,977	GRAND ISLAND	BE	8,800	1,558	38,555	2.18	30	94,421	6.75	45
13,580	PORT JERVIS	RC	4,739	1,580	33,035	2.43	26	64,134	4.73	52
13,549	PENN YAN	CST	6,350	731	21,817	1.61	29	42,717	3.15	41
13,434	CHAPPAQUA	W	15,551	2,910	47,507	3.53	29	137,904	10.26	61
13,255	BEACON	MH	4,532	810	16,320	1.23	23	31,251	2.35	53
13,064	NORWICH	4C	5,656	3,011	30,378	2.32	27	113,896	8.71	59
12,704	STONY POINT	RC	12,288	972	11,024	.86	40	51,456	4.05	35
12,404	WATERVLIET	UH	3,659	608	10,054	.81	37	23,787	1.91	34
12,335	OYSTER BAY	N	11,293	3,614	47,537	3.85	26	100,719	8.16	58
12,190	NYACK	RC	10,020	2,007	30,067	2.46	28	73,637	6.04	61
12,144	HORNELL	CST	3,414	2,700	48,169	3.96	17	77,317	6.36	62
11,969	CHITTENANGO	MY	4,953	2,323	14,190	1.18	35	68,027	5.68	63
11,935	FISHKILL	MH	7,564	1,030	8,228	.68	22	28,479	2.38	49
11,834	MEDINA	NIC	5,344	865	25,921	2.19	25	49,244	4.16	58
11,736	SPENCERPORT	P	7,572	1,513	15,727	1.34	37	48,166	4.10	29
11,658	ONEIDA	MY	5,267	2,865	25,746	2.20	12	66,749	5.72	58
11,644	NEWARK	P	5,313	2,487	30,742	2.64	24	93,288	8.01	58
11,553	MIDDLE ISLAND	S	8,591	2,381	21,848	1.89	34	80,197	6.94	45
11,547	CORNWALL	RC	7,388	1,144	24,572	2.12	29	44,461	3.85	73
11,500	MATTYDALE	O	7,849	652	11,274	.98	40	24,421	2.12	35
11,415	MONTICELLO	RC	11,415	610	14,360	1.25	42	40,068	3.50	39
10,837	BLUE POINT	S	8,591	1,722	26,131	2.41	24	62,211	5.74	37
10,748	HILTON	P	7,569	1,235	16,143	1.50	29	73,263	6.81	37
10,513	WYNANTSKILL	UH	5,480	1,184	8,954	.85	43	49,270	4.68	44
10,353	DOBBS FERRY	W	12,906	1,861	24,586	2.37	33	58,869	5.68	51
10,348	CANTON	NC	3,463	1,907	29,328	2.83	18	59,633	5.76	59
10,326	FREDONIA	CC	5,440	1,988	30,681	2.97	20	83,745	8.11	54
10,323	EAST ROCKAWAY	N	9,600	3,421	34,434	3.33	30	71,053	6.88	45
10,136	RENSSELAER	UH	5,239	380	10,385	1.02	18	15,328	1.51	36
10,115	NEW HYDE PARK	N	14,317	1,482	37,987	3.74	31	36,538	3.61	54
10,045	JOHNSTOWN	MV	4,409	1,886	31,523	3.13	14	59,765	5.94	57
10,036	MALVERNE	N	9,600	3,239	33,176	3.30	34	89,152	8.88	58
10,011	ELMA	BE	8,333	2,929	25,056	2.50	28	82,181	8.20	38
9,985	POTSDAM	NC	4,212	2,482	33,549	3.35	26	65,376	6.54	47
9,981	BREWSTER	MH	10,305	1,071	18,305	1.84	28	66,123	6.67	44
9,808	ILION	MY	4,198	3,456	36,036	3.67	24	81,527	8.31	65
9,722	CANASTOTA	MY	4,735	2,345	26,824	2.75	36	54,336	5.58	60
9,688	CLINTON	MY	5,022	801	27,329	2.82	28	51,111	5.27	37
9,591	ARMONK	W	21,114	3,047	35,189	3.66	30	79,152	8.25	64
9,479	HASTINGS-ON-HUDSON	W	12,906	4,326	36,647	3.86	29	96,619	10.19	55
9,479	ELLENVILLE	RC	11,929	1,485	31,814	3.35	34	63,872	6.73	63
9,474	LIBERTY	RC	7,324	580	12,454	1.31	24	22,214	2.34	34
9,459	NEWFANE	NIC	5,015	543	14,559	1.53	29	24,544	2.59	38
9,402	SOMERS	W	13,429	708	8,488	.90	35	19,713	2.09	44
9,231	MECHANICVILLE	SA	2,948	1,426	15,581	1.68	30	26,637	2.88	36
9,184	DANSVILLE	P	5,374	589	20,372	2.21	32	56,360	6.13	35
9,154	WILLISTON PARK	N	14,317	1,340	23,882	2.60	26	45,146	4.93	46
9,000	RALCHINSVILLE	O	5,414	980	17,132	1.90	38	63,492	7.05	42
8,960	HERKIMER	MY	5,193	2,451	30,723	3.42	20	57,639	6.43	66
8,940	HUDSON	MH	3,507	917	16,895	1.88	31	22,519	2.51	30
8,844	LEROY	NIC	7,297	1,739	45,188	5.10	27	26,468	2.99	55
8,813	WASHINGTONVILLE	RC	8,690	477	6,569	.74	38	31,910	3.62	38
8,718	CROTON-ON-HUDSON	W	16,718	3,620	33,724	3.86	29	74,427	8.53	47
8,687	NORTH SYRACUSE	O	7,380	389	12,632	1.45	29	61,310	7.05	36
8,662	SOUTHAMPTON	S	23,137	1,860	31,452	3.63	16	95,071	10.97	48
8,631	WEST CHAZY	CEF	4,864	152	5,437	.62	43	6,752	.78	18
8,367	LAKEWOOD	CC	8,062	1,987	16,473	1.96	31	43,356	5.18	45
8,367	BUSTI	CC	8,062	270	7,074	.84	35	13,546	1.61	18
8,347	ISLAND PARK	N	9,600	2,096	27,659	3.31	31	30,725	3.68	40
8,347	EAST ROCHESTER	P	11,512	2,434	27,665	3.31	32	74,562	8.93	47
8,308	WATKINS GLEN	CST	5,804	681	8,172	.98	28	12,742	1.53	38
8,280	SOLVAY	O	7,785	1,038	17,676	2.13	38	59,625	7.20	56
8,198	HAVERSTRAW	RC	18,204	1,062	8,782	1.07	28	8,895	.84	43
8,172	MOUNT KISCO	W	15,551	2,355	35,994	4.40	26	78,442	9.59	48
8,163	UPPER JAY	CEF	4,726	279	8,094	.99	27	3,219	.39	12

Member, Nassau Library System

* Taken from Public and Association Libraries Statistics/1973 (latest available)

TABLE 3 SYSTEM AND NON-SYSTEM STATISTICS BY POPULATION SERVED*

SYSTEM AND NONSYSTEM STATISTICS BY POPULATION SERVED

POPULATION CHARTERED TO SERVE	LIBRARY	HOURS STAFF TIME EXCLUDING MAINTENANCE PROFESSIONAL	HOURS STAFF TIME EXCLUDING MAINTENANCE NONPROFESSIONAL	DISBURSEMENTS FROM OPERATING FUND SALARIES PLUS EMPLOYEE BENEFITS TOTAL	SALARIES PLUS EMPLOYEE BENEFITS PER CENT	LIBRARY MATERIALS TOTAL	LIBRARY MATERIALS PER CENT	LIBRARY MATERIALS PER CAPITA	ADJUSTED OPERATING EXCLUDING CAPITAL TOTAL	ADJUSTED OPERATING EXCLUDING CAPITAL PER CAPITA	ADJUSTED TOTAL OPERATING FUND DISBURSEMENTS AND CAPITAL FUND DISBURSEMENTS TOTAL	ADJUSTED TOTAL OPERATING FUND DISBURSEMENTS AND CAPITAL FUND DISBURSEMENTS PER CAPITA
16,556	ENDICOTT	8,396	29,508	146,459	72	35,[illegible]	17	2.11	2[illegible],615	12.23	209,591	12.65
— 16,554	ROOSEVELT	4,160	8,040	58,382	69	13,[illegible]	15	.78	84,610	5.11	86,775	5.24
16,030	ONEONTA	2,080	5,240	45,432	76	8,670	14	.54	59,306	3.69	66,406	4.14
16,021	MASSENA	1,950	13,900	50,693	66	13,484	17	.84	75,726	4.72	76,563	4.77
15,959	AMITYVILLE	1,820	13,296	76,704	56	31,479	23	1.97	135,277	8.47	141,670	8.87
15,907	CANANDAIGUA	2,080	6,656	25,948	48	8,349	15	.52	52,951	3.32	52,951	3.32
15,881	LEWISTON		5,597	17,071	44	8,783	22	.55	38,596	2.42	38,596	2.42
15,861	RYE	8,492	7,748	95,028	72	18,842	14	1.18	131,580	8.29	132,953	8.37
— 15,686	MANHASSET	10,595	24,415	179,954	71	52,305	20	3.33	251,678	16.04	258,625	16.48
15,289	ISLIP	6,132	16,[illegible]59	98,832	56	46,782	30	3.19	162,122	10.60	164,126	10.73
15,275	MALONE	1,976	1,976	22,699	56	10,624	26	.69	40,287	2.63	43,015	2.81
14,985	BABYLON	4,550	10,140	82,339	58	23,303	20	1.42	106,014	7.07	107,683	7.18
— 14,975	JERICHO	6,643	15,243	116,388	56	50,286	24	3.35	206,383	13.78	227,314	15.17
— 14,583	WEST HEMPSTEAD	2,642	7,228	48,492	49	27,933	28	1.91	98,737	6.63	99,192	6.80
— 14,580	NORTH MERRICK	5,460	11,154	80,580	59	24,589	18	1.68	134,522	9.22	153,117	10.50
14,554	OGDENSBURG	3,744	9,253	57,651	71	14,972	18	1.02	80,959	6.56	86,281	5.92
— 14,475	BELLMORE	8,177	15,969	134,484	70	27,470	14	1.89	191,581	13.23	195,749	13.52
14,427	SUFFERN	4,801	17,378	91,256	59	25,673	16	1.77	154,181	10.68	161,678	11.22
14,426	EAST AURORA	3,900	9,096	85,315	72	14,622	16	1.01	90,223	6.25	90,223	6.25
14,166	CATSKILL	2,000	5,418	19,[illegible]84	20	2,376	02	.16	93,359	6.59	93,359	6.59
13,977	GRAND ISLAND	3,640	6,608	[illegible]397	71	8,857	12	.63	68,877	4.92	68,877	4.92
13,580	PORT JERVIS		8,365	29,912	61	8,617	17	.63	48,466	3.56	57,718	4.25
13,549	PENN YAN		2,196	21,763	40	5,298	09	.39	53,674	3.96	54,630	4.03
13,434	CHAPPAQUA	7,173	11,263	102,483	70	22,474	15	1.67	145,874	10.79	183,704	13.67
13,255	BEACON	3,645	1,664	18,919	34	2,884	05	.21	55,398	4.17	55,398	4.17
13,064	NORWICH	3,952	15,272	67,243	71	15,951	17	1.22	94,511	7.23	94,511	7.23
12,704	STONY POINT	1,841	4,589	17,478	64	5,345	19	.42	27,191	2.14	28,939	2.27
12,404	WATERVLIET	1,457	367	6,875	66	2,824	27	.22	10,264	.82	10,264	.82
— 12,335	OYSTER BAY	6,370	18,200	123,483	73	26,027	15	2.11	168,800	13.68	175,078	14.19
12,190	NYACK	3,640	9,022	58,448	48	14,360	11	1.17	120,619	9.89	187,881	15.41
12,144	HORNELL	2,530	[illegible]749	29,499	68	10,711	24	.88	42,976	3.53	43,753	3.60
11,969	CHITTENANGO	1,300	[illegible]20	9,484	37	6,897	27	.57	25,199	2.10	25,935	2.16
11,935	FISHKILL	1,040	3,180	14,733	73	3,022	15	.25	20,854	1.68	21,804	1.74
11,834	MEDINA	4,160	3,929	30,758	58	7,089	13	.59	52,581	4.43	52,581	4.43
11,736	SPENCERPORT	1,250	3,060	14,612	69	6,013	28	.51	21,123	1.79	21,138	1.80
11,658	ONEIDA	3,120	5,155	25,468	61	8,768	21	.75	41,327	3.54	41,327	3.54
11,644	NEWARK	3,900	6,318	33,370	66	12,747	25	1.09	50,340	4.32	50,977	4.37
11,553	MIDDLE ISLAND	2,000		55,801	63	13,266	14	1.14	88,508	7.66	90,044	7.79
11,547	CORNWALL	1,820	6,810	40,577	63	6,862	10	.59	63,695	5.51	64,871	5.61
11,500	MATTYDALE		1,220	4,739	47	2,717	27	.23	10,000	.86	12,802	1.11
11,418	MONTICELLO	536	4,014	17,365	69	3,769	15	.32	25,018	2.19	26,074	2.28
10,837	BLUE POINT	1,825	2,377	21,034	47	12,182	27	1.12	44,631	4.11	47,805	4.41
10,748	MILTON	1,960	3,670	17,786	79	4,060	18	.37	22,463	2.08	22,645	2.10
10,513	NYANATSKILL		2,743	9,214	57	4,744	29	.45	16,000	1.52	17,625	1.67
10,353	DOBBS FERRY	3,640	6,781	43,154	68	12,233	19	1.18	62,985	6.08	106,947	10.33
10,348	CANTON		8,480	25,372	64	8,186	20	.79	39,249	3.79	41,039	3.96
10,326	FREDONIA	1,924	7,022	33,681	86	4,079	10	.39	38,920	3.76	39,824	3.85
— 10,323	EAST ROCKAWAY	3,900	11,700	55,701	66	17,540	20	1.69	83,645	8.10	356,333	34.51
10,136	RENSSELAER	1,845	800	10,781	50	2,185	10	.21	21,171	2.08	25,992	2.56
10,116	NEW HYDE PARK	1,820	4,680	24,100	58	9,593	23	.94	40,926	4.04	40,926	4.04
10,045	JOHNSTOWN	2,806	5,484	24,471	65	8,434	22	.83	37,470	3.73	37,470	3.73
— 10,036	MALVERNE	3,640	11,269	66,857	70	15,476	16	1.54	95,453	9.51	96,908	9.65
10,011	ELMA	1,950	5,968	37,989	72	8,150	15	.81	52,494	5.24	52,494	5.24
9,985	POTSDAM	1,820	5,720	36,248	67	14,682	27	1.47	53,890	5.39	54,810	5.48
9,901	BREWSTER	2,820	1,248	12,124	53	7,124	31	.71	22,675	2.28	25,230	2.54
9,808	ILION	2,806	8,840	43,974	65	17,344	25	1.76	67,201	6.85	77,888	7.93
9,722	CANASTOTA	1,820	4,132	25,457	63	10,884	26	1.11	40,315	4.14	43,514	4.47
9,688	CLINTON		3,100	8,874	63	2,744	19	.28	14,088	1.44	15,121	1.56
9,591	ARMONK	4,347	10,214	78,278	54	17,189	12	1.79	142,369	14.84	143,264	14.93
9,479	HASTINGS-ON-HUDSON	5,040	7,386	71,128	65	17,956	16	1.89	107,801	11.37	107,913	11.38
9,479	ELLENVILLE	1,820	14,964	54,467	63	15,068	17	1.58	86,187	9.08	87,474	9.22
9,474	LIBERTY	1,872	1,066	18,047	67	4,795	17	.50	26,744	2.82	26,776	2.82
9,459	NEWFANE		2,328	4,877	57	2,579	30	.27	8,498	.89	8,674	.91
9,402	SOMERS	964	1,033	5,846	52	2,681	24	.28	11,123	1.18	13,943	1.48
9,231	MECHANICVILLE	1,820	5,189	25,343	87	6,823	18	.73	37,335	4.04	40,174	4.35
9,184	DANSVILLE	1,924	3,631	16,718	60	3,901	12	.42	30,787	3.35	30,787	3.35
— 9,154	WILLISTON PARK	2,808	6,580	41,606	71	7,051	12	.77	57,812	6.31	58,382	6.37
9,000	BALCHINSVILLE		8,840	10,735	64	3,682	22	.40	16,668	1.85	17,523	1.94
8,960	HERKIMER	1,820	10,980	26,878	57	14,954	31	1.66	46,952	5.24	49,214	5.49
8,946	HUDSON	1,664	2,929	15,985	88	2,634	13	.29	19,974	2.23	20,268	2.26
8,844	LEROY	5,900	4,360	61,283	83	9,783	13	1.10	73,393	8.29	74,844	8.37
8,813	WASHINGTONVILLE		4,098	13,358	73	3,491	19	.39	18,281	2.07	18,313	2.07
8,718	CROTON-ON-HUDSON	3,640	3,942	40,325	58	19,952	28	2.28	69,384	7.95	74,408	8.53
8,687	NORTH SYRACUSE		3,623	11,489	75	1,805	11	.20	15,257	1.75	15,257	1.75
8,662	SOUTHAMPTON	1,750	6,000	26,802	57	8,645	18	.99	46,812	5.40	47,882	5.52
8,631	WEST CHAZY		436	800	51	413	26	.04	1,566	.18	1,566	.18
8,367	LAKEWOOD		2,868	8,767	46	3,452	18	.41	18,937	2.26	23,815	2.84
8,367	BUSTI		1,630	4,070	60	971	14	.11	6,722	.80	6,051	.72
— 8,347	ISLAND PARK	3,640	4,999	33,620	62	8,962	16	1.07	53,726	6.43	63,845	7.64
8,347	EAST ROCHESTER	1,800	4,998	34,628	72	8,662	18	1.03	47,728	5.71	47,909	5.73
8,308	WATKINS GLEN		1,411	2,288	43	2,277	45	.27	5,024	.60	6,123	.73
8,280	SOLVAY	2,080	8,916	29,759	72	6,966	16	.83	40,871	4.93	41,619	5.02
8,198	HAVERSTRAW	54	2,960	6,572	38	5,937	35	.72	16,874	2.05	19,752	2.40
8,172	MOUNT KISCO	3,640	8,120	74,983	80	14,855	15	1.71	93,218	11.40	93,218	11.40
8,163	UPPER JAY			1,424	45	644	20	.07	3,152	.38	5,182	.62

____ Member, Nassau Library System

* Taken from Public and Association Libraries Statistics/1973 (latest available)

TABLE 4 SYSTEM AND NON-SYSTEM STATISTICS BY POPULATION SERVED*

NEW HYDE PARK PUBLIC LIBRARY

Statistics 1970-1974

Table 5

Year*	Total Income	Total Expenditures	Library Materials Budget	Staff Hours
1970	$31,812	$31,612	$10,075	5,586
1971	28,030	28,330	5,707	5,390
1972	37,700	32,993	8,087	5,460
1973	41,092	37,911	9,594	6,500
1974	44,288	37,309	8,214	6,500

Table 6

Year*	Total Holdings	Added	Withdrawn	Circulation	Hours
1970	34,137	2,136	570	42,718	54
1971	34,933	1,184	388	29,475	54
1972	36,253	2,215	895	33,725	54
1973	37,907	1,842	188	34,530	54
1974	39,152	2,392	1,147	36,298	54

*Calendar year information as taken from the Annual Report of the library to the Division of Library Development.

Table 7

State Standing Among 15 Libraries of Similar Size

	New Hyde Park*	Average of 14 Libraries*
Population Served	10,116	10,161
Hours Open Per Week	54	49
Staff Time Available/Year	6,500	8,113
Expenditures		
Total	40,926	71,330
Per Capita	4.04	7.00
Library Materials	9,593	9,651
Per Capita	.94	.95
Salaries	24,100	31,629
Collection		
Volumes	37,907	25,641
Per Capita	3.74	2.52
Circulation		
Total	34,530	64,972
Per Capita	3.41	6.53

*Based on Public and Association Libraries Statistics 1973

THE LIBRARY'S COLLECTION, SERVICE PROGRAM AND PHYSICAL PLANT

A segmented examination of the various functions of a public library can tend to present a slanted view of what is actually a composite, with all functions affecting the quality of the whole. In the case of the New Hyde Park Public Library, for example, a detached look at the book collection, the services provided to the community, and the library space itself would not cast light on the historical background to a rather complex library jurisdictional situation that daily thwarts efforts to achieve a quality service program. Difficult and stifling jurisdictional conditions are to a great extent the problem child of urban America where the small units of yesteryear have been engulfed by often undefined units and yet the situation has not been clarified by later urbanized authorities. According to the L. I. Business Review, Nassau and Suffolk Counties are unique governmentally because together they operate under some "900 units of taxing government," which according to columnist, Paul Townsend, is "the highest number in proportion to population" anywhere in the world. That being the case, it is safe to assume that the difficulties encountered at New Hyde Park are not unique to Nassau and perhaps because of the acceptance county-wide of a far more vast jurisdictional jungle will not be easily solved in the very near future. It cannot be stated too often though that a democratic society created "for the people" cannot long continue if acceptance of undesirable conditions becomes a standard practice.

In the case of the New Hyde Park Public Library, the jurisdictional difficulties arise from the fact that under New York State law both villages and school districts can create and support public library service. So that, although school district boundaries do not overlap one another, village and school district boundaries are often separate from one another and, as is the case with the village of New Hyde Park, one village may have two or even more portions of school districts crossing its village limits. The village of New Hyde Park is split between U.F.S. District #5 and U.F.S. District #16 - both of which also support public libraries, i.e. the Hillside Public Library and the Elmont Public Library. According to Public and Association Library Statistics, Nassau County, 1974, both the libraries at Elmont and New Hyde Park were established the same year. Consequently, from the very beginning the New Hyde Park Public Library has had a segment of its tax area paying double taxes to support the village library and the U.F.S. District #16 library. In addition, with extensive development in the area, a section of unincorporated communities began to surround the northern boundaries of the village of New Hyde Park. Quite logically these northern residents in the unincorporated areas eventually felt a need for a public library to serve them. Finally after several unsuccessful tries and a period of some years, a school district library for U.F.S. District #5 was voted into existence.

School District #5 however has between a third and a fourth of its area within the village of New Hyde Park. Consequently, there exists to this day another case of double taxation within the village plots that are also in the borders of U.F.S. District #5. Historically then, there are three public library facilities that are chartered to serve some part of the village proper, resulting in much duplication of effort. Particularly, in the case of the New Hyde Park Public Library and the Hillside Public Library, the end result of the past years' rather uneasy cohabitation of the two libraries has brought restrictive budgets to both year after year so that today neither has achieved the status that the Boards and staffs could envision.

Fully cognizant of the situation, it becomes feasible to move on to examination of all aspects of the service program being alert to realize that many of the present conditions are directly related to the unsatisfactory jurisdictional environment in the area.

LIBRARY COLLECTION

In part, due to limits of time available and in part, due to the fact that so many of the consultant and specialist teams had become familiar with the New Hyde Park collection through fulfilling previous requests for weeding assistance in order to supply the yearly book sale with merchandise, no detailed study book by book or shelf by shelf was made of the volumes in the holdings of the New Hyde Park Library. Consequently, throughout this chapter there will be found passages concerning the collection which were gathered from previous experience with the materials and from on-site visits to New Hyde Park during the survey period. It is possible, of course, that such brief contact with the collection has created false or slanted opinions since it could be assumed that numerous volumes were checked out at the time of consultant visits, that unfamiliarity with the collection placement left many materials unexamined, etc. Thus it must be stated that the impressions gathered during the survey period should be further studied by the New Hyde Park staff during the inventory that is underway. It is intended that the observations coming from the site visits provide a starting point from which closer staff analysis can proceed.

The frame providing shape for overall collection development should be found in the Book Selection Policy currently in effect. At New Hyde Park, the Book Selection policy is called for in the Bylaws (Section 6, 7, and 8) but according to the results of the self-study questionnaire, Library Yardstick (prepared by the Nassau Library System), the Book Selection policy is "in the process of being formulated." A written policy should cover the full range of materials to be collected - book and non-book - and should also include specifics on the various publics for which materials will be collected - children, young adults, etc. - in addition to indicating the priorities for collection development - emphasis on reference perhaps or fiction titles, etc. Right now the New Hyde Park Public Library is adhering to some code of selection but the process of committing to paper what is an unwritten policy has not occurred. Progress on this project should be made though so that goals are clearly in mind and logical and orderly development is occurring without undue pressure being exerted by demand requests.

Assistance in arriving at a workable solution to what appears a limitless selection of possible priorities can be found by using the Wheeler & Goldhor formula from their volume on Practical Administration of Public Libraries, which suggests that 25% of the collection be juvenile titles, 25% adult fiction, and 50% adult non-fiction. From the data submitted by the New Hyde Park Public Library on the Division of Library Development Annual Report Form covering the calendar year 1974, it is possible to calculate the existing percentage distribution of the collection. The breakdown thus arrived at shows the following balance - 32.12% juvenile titles, 26.31% adult fiction, and 41.55% adult non-fiction. From all appearances, it seems that the collection growth has followed the demands of its clientele,with the juvenile section being almost 7% larger than the Wheeler & Goldhor formula probably largely because such a sizeable percent of the total usage of the collection is from the juvenile group (see Building Usage Survey, pages V-27 - V-37). But that same survey also revealed the low usage of the collection made by the professional segment of the adult community which indicates a need to strengthen the adult non-fiction area in order to attract non-users. Here, it becomes more evident that written priorities are designed to strengthen efforts toward purchase according to goals rather than according to maintenance of the status quo. With the inventory process still underway, it is of course probable that the final figures on the exact size of each of these three segments of the collection will be quite different than the available breakdowns and so no further observations about collection skewing will be made except to indicate that the inventory results should be utilized in helping draft the Book Selection priorities. Although certainly no library probably ever achieves the exact recommended balance, certainly it is desirable to be more in alignment than the present data indicates that the New Hyde Park collection is.

ADULT SERVICES

At the New Hyde Park Public Library the homemaker is a frequent and faithful patron and among the occupational groupings, a sizeable number of clerical workers make use of the facilities and services as do individuals conducting related business in the village hall such as court clerks and attorneys. Some retired villagers and a few blue collar laborers also make occasional trips to select reading materials. Community interest in arts and crafts (mainly needlework) and cooking are reflected in the book collection. The adult materials including the card catalog are primarily located in the room one enters from the village hall basement stairway. Some of the adult collection does however, overflow into the juvenile area where a portion of the Reference island is situated and into the Young Adult alcove where phonodiscs and short stories are also located. Although there are table and chairs in the adult portion of the library, due to space limitations, there is really very little place to contain a light, airy and appealing reading area for lounge seating to encourage leisurely reading of newspapers, magazines, and books. Considering the aging population, it does appear that a reading/lounge area would be utilized if space were not at a premium.

Book selection for the adult collection is accomplished by the only professional on the staff - i.e. the director, who makes use of the following selection aids: Library Journal,

Publisher's Weekly, Wilson Bulletin, Book Review Digest, Kirkus and the New York Times Book Review section. Consideration should be given to purchase of up-to-date Fiction and Public Library Catalogs with their supplements to be used in collection development as well as for standard reference tools.

For a public library serving a small community, emphasis in the book collection must be on currency and recent information with interlibrary loan supplying backup resources to fill the calls for older titles. Consequently, it is recommended that New Hyde Park concentrate on a replacement project to remove superseded editions from the collection and purchase the more current volumes. In other areas, basic weeding should be occurring; as an example, the 1960 edition of Strategy of Daily Stock Market Timing for Maximum Profit and the '60-'61 Joseph's Guide to Europe are no longer relevant and should be discarded. Some uneveness was noted in the 300's, 500's, 600's, and 900's and could reflect the lower priority adult non-fiction has recently received. During the inventory process, gaps should be noted and plans outlined for filling in subject areas and topics. It is quite obvious that attempts are underway to reinforce such subject areas as psychology, reading readiness, exam preparation, job resumes, vocational information, student guides and consumer information. The 800's show particular strength in literary criticism, such as long runs of Twayne's series on U. S. authors, Barron's Studies in Literature, and the Twentieth Century Interpretations of the classics. Basically, travel and how-to-do-it books are current and it is commendable that material can be found covering both sides of such controversial issues as birth control, civil rights, etc.

Approximately $6,500., or two-thirds of the book money, is allocated for adult purchases. There is no specific budget allocation for any category of materials - not fiction, non-fiction, periodicals, replacement, binding, nor audiovisual. This, of course, means that buying is based on demand and not on stated objectives that are arrived at prior to expenditure of funds. And while, from all appearances, the collection has not suffered dramatically from such a policy, it is also clear that use of the collection is not near a peak level, that gaps are occurring in the collection, and that replacement does deserve special attention. All of these conditions indicate a need for more detailed budget preparation backed by a Book Selection plan.

New Hyde Park does offer a reserve service to its patrons, with the charge per reserve title being 10¢ (covering postal fees). There is no duplicate rental collection and no plans for establishing one as it is felt the community would not support such a collection. When reserves on a title run over five or six, the policy has been established that the library purchases another copy of the in-demand book. The need for current material is augmented by using paperback purchases and relying on the Nassau Library System's BINY (Books I Needed Yesterday) purchase plan. New books are displayed near the entrance but there is a need for a sign - "New Books" - to further guide patrons to this shelving area.

Among the newspapers on display in the library are: Nassau Illustrated, the Herald-Courier, Jewish World, Long Island Catholic, and such freebies as the Hungarian

Quarterly. The director also donates a copy of the Sunday New York Times to the library on a weekly basis. Definitely, the library should also consider regular subscriptions to Newsday, the daily New York Times, and the Wall Street Journal and, if budget permits or gifts allow some other national or regional newspaper to be purchased, then the Christian Science Monitor, the Washington Post, and/or the Boston Globe should also be added. Of course, full use of any additional newspaper subscriptions will depend in large measure on the success with which the library communicates their availability to the public. In addition to the newspapers, New Hyde Park maintains subscriptions to 59 periodicals (Public & Association Library Statistics, Nassau County, 1974) which is the next to lowest number held by any public library in the county. Certainly, more of the budget must be earmarked for periodical purchase. Considering the extensive collection of microfilm available to member libraries through interloan from the Nassau Library System's Reference Department, it is recommended that New Hyde Park free the funds now going into purchase of standing microfilm orders, rely more heavily on the System resources, and thereby gain monies for purchase of a wider variety of periodical titles. Selecting titles for purchase should begin with assessing the gaps between the listings in the unabridged Reader's Guide to Periodical Literature and the library's current holdings, then filling in as funds allow. Certainly, one title that deserves immediate purchase is Business Week. Among the holdings of periodicals on microfilm are incomplete runs for the following: America, Atlantic Monthly, Harpers, Life, The Nation, New Republic, Popular Science, Saturday Review, Science, Scientific American, Science Digest, and U. S. News & World Report. The Recordak viewer for using the microfilm is placed in an alcove behind the Nassau County Information rack and thus, not openly in view. Possibly, for that reason, few patrons use the viewer. Consequently, another location for the viewer seems desirable or certainly, a sign indicating its presence and availability should be in plain view of all entering the library.

One of the low points on any tour of the New Hyde Park Public Library has to be the periodical storage area which is extremely narrow and generally appears in disarray. According to the Director, this area is weeded every three years. From all appearances, another weeding schedule should be instituted at once before doors are placed at the entrance to conceal the clutter. Considering the small amount of storage space available, it is quite likely that the retention policy has been too liberal. Magazines such as Seventeen, Vogue, and Boy's Life should not be kept much beyond one year. Once a definite and conservative retention policy and a liberal weeding policy are devised and in effect, it is also recommended that a new shelving arrangement be instituted in the periodical closet using vertical storage boxes or perhaps Princeton files to add order to these flimsy materials.

Library planners have long recognized the value of currency in every public library collection and so arrived at the recommended rate of discard - set at 5% annually. According to the withdrawal figures submitted by New Hyde Park on the annual report form, the withdrawal rate during the past five years has never been close to the desired 5% mark. The percentages run as follows: in 1970 - 1.66% of the total collection was discarded, in '71 - 1.11%, in '72 - 2.46%, in '73 an all time low of .49%, and in '74 - 2.92%. For a small library with a restrictive budget, it often becomes hard to part with

volumes that are so difficult to accumulate and yet, the other option - i.e. not to discard - results in a collection of old materials whose value is limited and can even prove detrimental by supplying patrons with out-of-date and, thus, erroneous information. By packing the shelves with old volumes, the chance of patrons being able, with ease and speed, to retrieve needed volumes is greatly reduced which also accounts for the often observed phenomenon of increased circulation following a program of drastic weeding. At the New Hyde Park Public Library in the past five year period alone, the discard rate has been so low as to accumulate a 16.36% backlog of the total collection that should be withdrawn. Hopefully, the inventory process will accelerate the discard rate but staff time priority must be given to combing the collection for materials that have not circulated during the past 3-5 years, those that are tattered and worn, those that are outdated by virtue of copyright date, etc. In addition, multiple copies of once popular titles such as Hawaii and The Godfather should be eliminated. The process of making way for the new is an ever continuing one that has gotten pushed to the background with low staff levels drawing manpower to other more immediate concerns such as selection and reference. Certainly though, selection is but one phase of overall collection development which is vastly complimented by ruthless weeding policies. Knowing that weeding has so often been overlooked it would be well to institute a definite policy for discard that is written down and sufficiently detailed to prove workable. With adequate weeding, it might again be possible to have a free flow of shelving in the adult materials that is impossible now due to collection size and architectural obstacles, thus relegating biographies and collective biographies to the young adult alcove. Another space economy could be realized by temporary storage for out-of-season materials on topics like Christmas and Easter.

Registration is based on a triennial schedule. Once a New Hyde Park village child completes the 6th grade, parent's approval is not required for a library card. Essentially, the library adheres to an open policy of access to all unless a parent specifically requests restriction of adult materials for his/her child. The normal circulation period is 28 days except for new books which circulate for 7 days and new books of over 300 pages which circulate for 14 days. And, while on the subject of circulation matters, it should be noted that the New Hyde Park Public Library's, "Library Bill - Notice of Payment Due," which is sent to local patrons to encourage return of library books needs to be reworked so as to be 1) more legible, 2) more community relations oriented, 3) devoid of typographical corrections, and 4) printed in a format that requires less typing and paper expense - possibly on a post card.

There are really no special collections at New Hyde Park although emphasis is placed on mystery books and gothic novels. There are also a very few foreign titles and large type books available. And, as far as local history is concerned, New Hyde Park does have some historical material on the village in the adult vertical files. One interesting addition to this local history material is Publicity News, a chronicle of events that have taken place in the community. As part of the bicentennial, New Hyde Park will have a college student working on local history under the auspices of a national grant. Materials that are discovered will be reproduced through funds available from J. C. Penney Co. This effort may vastly enhance the local history resources.

AUDIOVISUAL SERVICES

The place of audiovisual services in the small public library is becoming more obvious with each passing year. There was apparently a great deal of feeling among librarians in the 60's that if funds were tight then books and book materials should take precedence in the budgetary scheme of things over audiovisual purchases. Reevaluation of this collection development priority has taken place almost yearly though as librarians have come more and more to realize that a library service program must be well rounded in order to attract the requisite clientele needed to justify further public expenditures. And clearly, today's society is most audiovisual conscious. Where is the American seventh grader who has not had experience with radio, 8-track cartridges, cassettes, overhead projectors, stereos, television, filmstrips, tape recorders, films, opaque projectors, ...? To create an environment designed to further the educational process which is devoid of a vast array of AV materials and equipment is to excise a part of the cultural package of daily existence.

The audiovisual collection at the New Hyde Park Public Library appears to be about a decade old and began with the acquisition of phonodiscs. Today this collection numbers some 1000 disc recordings which are split between adult titles (about 900) and children's selections (about 100). The circulation period is 28 days with the possibility of renewal. By glancing at the loan policy for records among other Nassau County public libraries (Public & Association Library Statistics, Nassau County, 1974), it is obvious that New Hyde Park is quite generous with the length of their circulation period. Considering the rather small size of the New Hyde Park collection though, it is possible that the Board and staff might want to increase access to the collection by lowering the circulation period to either 7 or 14 days.

The adult phonodisc collection is split about 50/50 between pop selections and classical selections. Current purchases are accenting popular and show music with both opera and orchestral buying being weak. Currently, the library has about five or six foreign languages on Berlitz discs but not much use is made of these materials. It is noteworthy that the director canvasses both teenage pages and patrons on possible purchases. A few moments of casual browsing in the children's records might turn up classical music, folk music, stories, a few foreign folk selections, and spoken records on various composers.

As in many libraries, the New Hyde Park facility is experiencing some difficulty with record theft which, judging by missing titles alone, may be occurring among teenage patrons. There is no ready answer to solving the problem of theft but the rate might be reduced somewhat if a policy of visual inspection upon return were instituted. This policy would also offer some means of spotting major record damage that might alert purchasers to the need for replacement and would guarantee that reshelved records are properly placed in their record sleeves so that they are not likely to fall out of the record jacket.

Recordings are cataloged but the cards are not interfiled with book materials in the card catalog. If interfiled, the information might encourage more circulation of the records.

Catalog entries are made according to subject, composer, performers, and title. In addition each album has its own accession and shelving number (example: NHP 2236) which is an aid to patrons seeking the most current acquisitions and those in possibly the best physical condition. The whole cataloging process was begun during the summer of 1974 using student assistance. While the cataloging process was occurring, there were quite a number of titles discarded but it is recommended in the phonodisc collection, as in the book collection, that liberal weeding be a constant policy and in fact, considering both the age of the record collection and the fragile nature of phonodiscs, it is safe to assume that weeding in this section would be more thorough than among the book materials.

During 1974 only $300 was expended on record purchases. Such a low figure is quite unrealistic in terms of both the current record output and of the need for replacement of older material. In fact, it is rather safe to assume that numerous private collections in the village spend at least half that amount yearly on their personal acquisitions. Clearly, there is a need for increased budgetary commitment for phonodisc purchases, and whether the increase comes from yearly appropriations or from outside solicitations will largely be a matter for the Board to resolve. The amount of the yearly budget that is earmarked for AV materials is but one indication of a library's current priority ordering scheme and should reflect a determination to include audiovisual acquisitions as an accepted obligation.

One of the problems involved with a record collection is locating suitable storage for the materials that will also double as display space. At New Hyde Park, adult recordings are housed in tall vertical bins and organized more or less by category. The children's recordings are stored somewhat differently in browsing bins, an arrangement that appears desirable for the adult collection if floor space to locate the bins can be found.

The only other AV software available at New Hyde Park is a handful of cassettes on French and Spanish language instruction. Among the hardware owned by the library are: 1) two 1AV 16mm projectors with a selection of long and short projections lenses, 2) an older model 16mm projector available for patron loan, and 3) one cassette player that circulates to the public on a 28 day circulation cycle. With the cassette player, as with the record collection, the circulation period appears overly generous considering the limited quantity available to circulate - perhaps half that period (14 days) would generate more patrons for the equipment.

In order to expand the audiovisual services at New Hyde Park, there must be more funds available for purchase. A desirable addition to the current offerings would be acquisition of a filmstrip projector and a collection of children's filmstrips. Filmstrips are one of the most inexpensive audiovisual materials now on the market and would be a sound investment for any small library. In addition, the New Hyde Park Library should make some provision for a wet carrel (a wet carrel is simply a study carrel supplied with an electrical outlet) with a listening facility. This arrangement would offer patrons in-house access to the record collection and with the addition of a rear screen could allow for the showing of filmstrips for individual enjoyment. For around $250., a simple arrangement with phonograph and headphones could be provided in the library. The carrel approach would also

allow for the space considerations that are so much a part of daily life at the New Hyde Park Library, i.e. little floor space is needed for a listening carrel.

The ideas for creating a slide/sound presentation involving the community are virtually limitless. The Nassau Library System's cinemasound equipment could be used to put together the package. A possibility is to capitalize on the research efforts of the bi-centennial grant uncovering facts on the history of the village. Once the material is available, it could be enhanced by a slide/sound presentation using perhaps the voices of some of the local senior citizens and visually tracing the changes in local scenery. Once prepared, the showing of the finished product would have attendance assured with production participants and their friends present. Certainly, a presentation on the library itself and the many services it offers, would be useful for taking to local club meetings and spreading the library message.

Another service that the New Hyde Park Library should investigate offering is loan of a ceiling projector for use among those temporarily or permanently bedridden. Such equipment could be purchased through the efforts of a Friends group, if one were functional in the village. The possibilities for purchase of other equipment of an audio-visual nature designed for the convenience of the growing senior citizen population should be considered as funds allow.

CHILDREN"S SERVICES

As far as children's services are concerned, the New Hyde Park Public Library could be said to be playing under two major handicaps - i.e. a low budget for book purchases and no specially trained nor time-dedicated children's staff. Unfortunately, unlike the game of golf, the library's handicaps will not be allowed for during the course of the library service game; consequently, it is the village children who stand to lose the most as a result of both handicaps.

As mentioned in the Adult Services section of this report, there are no definite breakdowns in the budget for any category of book materials - that includes the large category, juvenile materials. The director did approximate the amount spent for adult purchases at $6,500 of a total $9,000 book budget which mathematically would put the juvenile budget at approximately $2,500 for the past year. As a percentage of the total book budget, $2,500 is a realistic amount to allocate to juvenile purchases if the low overall book budget were not inadequate. That is to say, that apparently 27% of the total book monies are being expended for juvenile purchases which is actually higher than the 25% mark most libraries aim for. Hopefully, with a rise in overall book funds, the percentage distribution between adult and juvenile will not fluctuate drastically.

The director as the only professional on the New Hyde Park staff spends part of her work time doing various phases of children's work. She is the first to admit that children's

services is not her particular specialty and yet the collection as a whole does reflect the care and time expended on acquiring familiarity with children's materials. The lack of a dedicated full-time children's professional cannot but hinder the quality of service though. During the hours that the director is not scheduled for work in the library, the task of providing service in the juvenile area falls to the available clerk manning the circulation desk.

In looking at the juvenile collection, it is difficult not to feel that the library is making good use of juvenile book funds because there is such a high proportion of new volumes compared with available book monies. Heavy reliance is placed on high quality paperbacks which has obviously extended every available dollar. The library has elected to fully catalog and process all these paperbacks and to reinforce them, which appears to be a good practice at New Hyde Park since the paperbacks then do in fact substitute for more expensive hardback volumes. Shelving for these paperbacks varies according to the director's opinion about where patrons are most likely to search for the title. That is, there is a separate paperback shelving area but if a particular title deals with a school related assignment, then the paperback will be found shelved with hardback volumes. This arrangement, while being quite arbitrary, does appear to work fairly well at New Hyde Park. It appears to be a fairly frequent practice to purchase multiple copies of in-demand paperback titles - another good practice.

As in other parts of the New Hyde Park collection, it is obvious that substantial weeding would further enhance the juvenile collection. Many books, due to age and enthusiastic handling by youngsters, are tattered and shabby and should be discarded merely on the basis of appearance with an assessment made at the time of discard as to the value of replacement. Certainly the out-of-date books on countries must go as they contain inaccurate information (as an example, a 1958 copyrighted volume on South America should be discarded - it could not contain accurate information on the state of Guyana formed in 1966 nor on the relocation of the Brazilian capital from Rio de Janeiro to Brasilia in 1960, etc.). Many 500's and 600's could also be removed due to inactivity - a book that hasn't left the shelf in five years really should go. Fiction is another potential site of heavy weeding. Such a process would lessen the crowding and tend to make a more attractive and therefore more appealing collection.

In looking over past order patterns, it is apparent that every effort is made to purchase all that funds will allow. As an example, 81 titles, or nearly one-sixth of the total list, were purchased from the recent Picture Book Replacement List, Part I. And, in general, 40-60 titles are being purchased from the monthly recommended lists prepared by the Nassau Library System - quite a high percentage.

Some shifts in the present shelving arrangement could make for more space and easier location of materials. For instance, with the closeness of the adult reference materials, an interfiling of juvenile reference would be of advantage to both adults and children by encouraging use of a wider array of materials by children and allowing adults easy access to simply packaged information. New books should be displayed on the tops of

bookcases if no other display arrangement can be effected. Past experience at New Hyde Park should encourage display since the two racks for exhibiting new books are rapidly emptied, which suggests the reception displays receive. Another move to shift the picture books from their present location, on two sides of a bookcase which is not separated from the rest of the collection, to a place of some prominence at the left of the juvenile entrance (now the site of the mysteries, recordings and 398's) is also recommended.

Periodical subscriptions in the juvenile department are few, including: Ranger Ricks, Boy's Life, American Girl, and Pack O' Fun. The collection would be greatly enhanced if, at least Cricket magazine were also purchased but actually, subscriptions for periodicals generally deserve to be increased beyond 5 - so more additions than Cricket should be made. Also, because of the reportedly high circulation that juvenile magazines are receiving, it might be of advantage to widen their circulation by relocating the periodical display to a more prominent area and if possible securing a more attractive display case.

At New Hyde Park Public Library, there is a single card issued to adults, young adults and children, with no separate card needed to differentiate age or collection restraints. The prerequisite for obtaining a card is the ability to print first and last name and, in addition, parents' signatures are required on children's cards through the 6th grade. There is no on-going campaign to insure that every New Hyde Park shool-age child has a New Hyde Park Public Library card. If an application is filled out, cards are issued but the public must seek out the library service. It would be desirable to undertake a registration project that would reach more of the village children but some joint effort if not triple effort between the New Hyde Park Library, the Hillside Library and the Elmont Library would be needed to effect such a plan. Access to the materials in the collection is generally unrestricted unless the circulation attendant makes a decision to withhold permission for juvenile circulation on some adult titles. Such a practice causes arbitrary decisions and places unnecessary responsibility on clerks; therefore, it is recommended that the Board formulate a written policy covering juvenile access to reference or other adult volumes.

With only one professional on the staff, school-public library cooperation has not developed to a great extent. No visits have been made to the two schools in the village proper although occasionally classes do schedule visits to the library. The addition of a children's librarian would help with this key point of community contact and allow time for regular visits with teachers and school librarians, talks on library services for school groups, implementation of an assignment alert project for the public library, etc.

Programming in the juvenile department centers around the one weekly, registered picture book hour for 3-5 year olds and the monthly Saturday film programs. The director usually conducts the programs although the library clerks do assist upon occasion.

Even though variations in programming will be dependent to a large extent upon more staff, it is possible that a change from registered to unregistered story hour would be a welcome addition among local mothers. During the summer months, Red Cross volunteers are used to assist with conducting story and craft programs. Considering the past experience that the director has in working with volunteers, it is suggested that block storytelling be instituted as a regular feature of the library's outreach to the community. This type of program requires a minimum of effort from the library and so should take no more staffing than is presently available. Children from 5th grade to young adults line up listeners from their local block. The children themselves are volunteers and bring the names of listeners to the library when they volunteer. The library staff functions in a teaching or educational role by assisting the children in selecting picture books to read, locating sources for fingerplays and games, and possibly providing a workshop for storytellers. Each week the trained volunteers return to their blocks to conduct story hour/picture book programs for the young children that are listeners. At the end of a specified number of programs, the volunteers could receive certificates denoting their accomplishment and service to the library. And beyond these suggestions, the imagination of the local staff could take over to provide perhaps a summer wrap-up party to cap off the block success or any number of other activities.

The services provided by the Nassau Library System for children's departments in member libraries include preparation of the "Children's Monthly List," consultant services, monthly book review meetings, children's film previews, creation and distribution of children's bookmarks, workshops, compilation of replacement lists, coordination of WHLI Story Hour on the Air, circulation of exhibits and displays, maintenance of a Signed English collection for examination and interloan by member libraries, etc. Due to the absence of a children's staff at the New Hyde Park Public Library, there is no one free to take advantage of workshops, film previews, and monthly meetings which supply invaluable inservice training and the chance for examination and review of the latest materials. Hopefully, some additional manpower can be provided so that the library can participate in these activities in the future.

REFERENCE

In the Fall, 1974 issue of RQ, a library science periodical, the tentative draft of guidelines for reference service, proposed by the Reference and Adult Services Division of the American Library Association, was outlined. This draft represents the efforts of leaders in the reference field to prepare new standards of service as measures of quality programs for use by the profession at large. Although this first draft received mixed reviews among librarians, it does appear to have value in our present attempt to examine the strengths and weaknesses of the reference program at the New Hyde Park Public Library. The outline itself is titled - "A Commitment to Information Services: Developmental Guidelines" - and in the draft, a definition for reference or "information services" is given as: "personal assistance provided to users in pursuit of information."

The "personal assistance" available to users of the New Hyde Park Library is given by the only professional on the staff, i.e. the director or, during her absence, by the clerical personnel available. And, while this does not conform to the Guidelines standard for personnel which states that "a professional librarian/information specialist should be available to users during all hours the library is open," it is noteworthy that the director has attempted to prepare the clerical personnel to handle common reference requests by posting a checklist of resources to consult when searching. Such an example of inservice training doubtless helps close the gap on obtaining requested information but cannot, of course, fully replace more professional assistance.

The reference collection itself is swollen with badly outdated material and, unfortunately, a substantial amount of this material represents earlier editions of works that have been superseded by more recent literature - both sitting side by side at New Hyde Park. Definitely, the old, outdated volumes are candidates for disposal and further, it should become standard practice to discard the old as the new arrives. The most current encyclopedia is the 1973 Britannica - some funds must be found for a more current purchase here. Also, the 1963 Colliers encyclopedia should be weeded as part of the updating process. Once the duplications are discarded, then there will be space for both the Essay and General Literature Index and the Book Review Digest which now are relegated to the cramped quarters of the periodical closet - out of view and easy access of the reference clientele. As an estimate of the kind of monetary commitment needed to bring the reference collection up to par and fill in the gaps, at least $3,000 would have to be available Broader coverage is needed in Science, Social Science and Technology but really there is not a single subject area that does not require additions. This need to upgrade the reference collection has obviously been felt by the director who now spends the one to two hundred dollars in annual gifts on purchase of reference volumes.

In providing Reference service, it becomes vital to have access to information sources that are of a more current and thus more ephemeral nature than hardbound Reference volumes can provide. At New Hyde Park, the two main sources of more current materials are found in the vertical file and in the periodical collection. The pamphlet files are located in two separate file cabinets - one a four drawer, the other a three drawer. Both cabinets are not labeled and could appear to many as storage cabinets for the staff's materials, and thus private. Since they are some distance apart, a clear label for each and some signs in other areas of the building are needed for directional guidance. If possible, the files should be near one another. Pamphlet materials are added regularly, but the file itself has not been weeded in nearly two years - the importance of weeding a vertical file should be implicit in its purpose, i.e. provision of more recent materials than those available in book format. The periodical budget was estimated to be around $400 annually which as we have seen in the Adult Services section is proving inadequate. The major access tool to the periodical holdings is the Abridged Reader's Guide which should be replaced by the full Reader's Guide so that New Hyde Park patrons have access also to the full range of the Nassau Library System's microfilm holdings.

During the calendar year 1974, New Hyde Park Public Library was the least active user of interlibrary loan among all 54 public libraries in the Nassau Library System.

In that year only 325 requests were made by New Hyde Park in comparison to 843 requests from Malverne (population 10,036), 1,323 requests from East Rockaway (population 10,323), and 2,336 requests from Oyster Bay (population 12,335). Similarly, the use of the reference and documents service is low in comparison with libraries of the same general size. Since the librarian is fully aware of the range of services available and yet there is still a minimal level of activity, the conclusion is soon reached that there is simply a dearth of library users at New Hyde Park (born out by the Building Usage Survey, see page V-27).

Referring once again to the Developmental Guidelines, it is possible to locate informational services that New Hyde Park should consider instituting to attract more clientele for the reference section. For example, the Guidelines state that each library should be providing "formal and informal instruction in the use of the library or information center and its resources." Although class visits do qualify as "informal instruction," there is much more that the present staff could be providing under this broad category. Certainly, program planning sessions to assist local community group program chairmen in using the library resources to develop the yearly calendar of meeting sessions would be of value. Short courses on employing successful techniques for locating information could be offered for school-age youngsters. Such instruction should not be limited to the library itself though and could take the form of informational talks to local businessmen and other local clubs indicating the range of materials available on club or profession related topics. Another Guideline recommendation calls for the provision of "bibliographical and other informational access guides .... developed by librarians/information specialists ... " In many libraries such guides are available through bookmarks or other give-away items. With the printing resources available to New Hyde Park through System services this distribution arrangement should be stepped up.

TALKING BOOKS

As a point of reference, talking books consist of sets of recorded discs, produced at speeds of either 8 R.P.M. or 16 R.P.M., containing spoken transcription of entire volumes. Talking books are provided free of charge through the Library of Congress and are distributed through local agencies, in this case - the Nassau Library System and the New Hyde Park Public Library. Recently, spoken recordings have also begun to be produced on recorded cassettes. Library of Congress equipment to play either the discs or cassettes is also provided through the Nassau Library System.

According to figures released by the Library of Congress, Division for the Blind and Physically Handicapped, at least 3.7% of the population qualifies for talking book services by virtue of being physically unable to read normal-size print. With a 1970 population of 10,146, the village of New Hyde Park has a potential talking book readership of 375 people. Contrast that figure with the actual registered readership of 17 which New Hyde Park now serves and further contrast that with knowledge that only four are considered "very active." Realistically, it is obvious that not all 375 potential patrons

would ever desire to use the services available but if it can be assumed that the same percentage of the total population that uses library services (conservatively estimated at between 10 and 20% of the total population) would use talking book services, then New Hyde Park should be serving between 35 and 74 clients. Obviously, a major problem in the search for more readers is communication; consequently, the recent new development of a whole sheet of the village bulletin being dedicated to library publicity will be a welcome device for spreading the word on the library's location and the free materials available there for handicapped readers. Of the patrons now registered, only one is a teenager, there are no children and the other 16 are adults.

Talking books are generally retrieved from the library by relatives of the reader or, if mobile, by the reader himself. For those without relatives and friends to perform the pick-up service, the New Hyde Park Public Library does arrange for local FISH volunteers to distribute the volumes. Definitely, the staff at the New Hyde Park Library is to be complimented for their concern with talking book readers who reside outside the village proper in unserved areas near Queens and yet are afforded talking book service at the New Hyde Park Library.

YOUNG ADULT

Staff interest in the young adult area is high since the director began her career as a young adult librarian in Brooklyn but the collection as a whole reflects the lack of staff time available and devoted to collection upkeep. The young adult materials, consisting of fiction and non-fiction in both hardback and paperback plus a small collection of periodicals, are all housed in the alcove between the main library room and the new meeting room. The young adult fiction collection was weeded by at least a third in the past year and a half by the Young Adult Specialist on the staff of the Nassau Library System. The non-fiction materials seem to be aimed toward supplementing the school curriculum. The periodical collection contains the standard subject interests such as beauty (Glamor), sports, science (Popular Mechanics), and interestingly enough MS. Just a check of available titles on sex education unearthed only four titles on adolescent development (Dewey 136's) but three of the four were too old to be of use and were consequently receiving no circulation from young adults. The few sex education books on the open shelves at New Hyde Park were placed in the adult collection. Beginning to revitalize the young adult section will mean that the director give priority to weeding and discard in the non-fiction section, relying upon her knowledge of local interests and needs and certainly, tossing out all titles that are not circulating and that are old and unattractive. Since New Hyde Park is a small library, the young adult non-fiction materials should be merged with the adult non-fiction collection, after the weeding is completed. That would leave a core collection of young adult materials emphasizing current fiction titles, many of which should be in paperback, and in the non-fiction area - a small hardcover collection with titles covering sex education, adolescent development, and drawing in-demand items from the adult non-fiction

collection to highlight from week to week. In fact, most of the fiction collection should be discarded, integrated with either the juvenile titles or adult titles, leaving the fiction titles in the young adult area mainly paperback works.

Budgetarily, there is no separate young adult line item. The titles that are purchased come only from selections listed in the Young Adult recommended lists published by the Nassau Library System. These selections though do not necessarily find their way into the young adult collection but may be shelved elsewhere at New Hyde Park. As an indication of the level of order activity, New Hyde Park purchased 84 of the 617 recommended titles from 8 of the 9 lists issued in 1974. According to observations made both by the NLS specialist and the director, the young adults that are coming into the library do so primarily to use the paperback materials.

As there is neither staff nor budget allowance made for programming, it is non-existent for young adults at New Hyde Park. The programming that is ongoing is designed for children and appears to consume quite a great deal of the director's workday, just judging from the display of projects that can always be found in the library. With access now provided to meeting room space, funds should be found to undertake programming that would appeal to young adults. Since whatever budget is found will probably be low, planners should not overlook the advantage of dual programming designed to appeal to both adults and young adults. The possibility of utilizing local volunteers both to assist with planning and supervision and perhaps also to act as program resource people should be explored. In programming for young adults, it is often most desirable to utilize a young adult advisory board to make suggestions and drum up enthusiasm for whatever can be devised.

On a monthly basis, the Nassau Library System has Young Adult review meetings with open discussion held on the various titles under consideration for placement on the YA recommended list. These sessions provide an opportunity also to meet and preview various program resource talents. In addition, film previews on young adult topics are held on an irregular basis. All of these freely provided, in-service training sessions are not utilized by the staff at New Hyde Park which has not sent a representative to any of the YA sessions in the past few years. Although there is not an over abundance of workers at New Hyde Park, the low level of patron activity in the morning hours (see Building Usage Survey, p. V-35) would indicate that some of the morning YA sessions could be included in the present staff work schedule. Hopefully, some regular arrangement can be made so that New Hyde Park is represented at some of the 1975 sessions.

STATISTICAL RECAP

Now that the broad overview of the level of service that is being offered at the New Hyde Park Public Library is complete, a closer glimpse of the actual figures on collection growth and change may clarify some of the problems facing the library in its present circumstances:

Chart I - Library Holdings

	ADULT			JUVENILE			
Year	Fiction	Non-Fiction	Total	Fiction	Non-Fiction	Total	GRAND TOTAL
1970	9,249	13,956	23,205	5,081	5,851	10,932	34,137
1971	9,191	14,370	23,561	5,233	6,139	11,372	34,933
1972	9,628	14,999	24,627	5,516	6,110	11,626	36,253
1973	10,123	15,710	25,833	5,707	6,367	12,074	37,907
1974	10,304	16,269	26,573	6,228	6,351	12,579	39,152

Chart II - Books Added

	ADULT			JUVENILE			
Year	Fiction	Non-Fiction	Total	Fiction	Non-Fiction	Total	GRAND TOTAL
1970	518	891	1,409	282	445	727	2,136
1971	290	439	729	161	294	455	1,184
1972	490	637	1,127	519	569	1,088	2,215
1973	514	790	1,304	203	335	538	1,842
1974	629	917	1,546	541	305	846	2,392

Chart III - Books Withdrawn

	ADULT			JUVENILE			
Year	Fiction	Non-Fiction	Total	Fiction	Non-Fiction	Total	GRAND TOTAL
1970	267	196	463	53	54	107	570
1971	348	25	373	9	6	15	388
1972	53	8	61	236	598	834	895
1973	19	79	98	12	78	90	188
1974	448	358	806	20	321	341	1,147

All of the figures in the three charts were taken from the New Hyde Park Public Library's Annual Reports to the Division of Library Development for the five year span 1970 - 1974.

Chart I offers a tracing of collection building trends for the five year period. Near the beginning of Chapter V, the suggested formula distribution figures of 1/4 adult fiction, 1/4 juvenile titles, and 1/2 adult non-fiction were given. By contrasting these suggestions

with the present New Hyde Park holdings, it has been shown that the juvenile collection is overly large to the detriment of the adult non-fiction section. But this finding must be weighed against knowledge that 1) the exact holdings in each category are really unknown until the inventory is complete, and 2) the entire collection needs heavy handed weeding that may add stability to the suggested formula breakdown. If a percentage calculation is made on the collection distribution for the year 1970 though, it would reflect little change from the present collection's makeup, for in that year 32.02% of the collection was juvenile titles (in '74 the figure was 32.12%), 27.09% was adult fiction (in '74 the figure was 26.31%), and 40.88% was adult non-fiction (in '74 the figure was 41.55%). What all these figures seem to show is that over the last five year period little has changed in the way of reassessing collection development priorities, resulting in growth of the already overly large juvenile collection. From the recommendations made in the Children's Services section of this report, one could assume that the excess in juvenile holdings represents more of a backlog of weeding rather than over purchase however. Regardless of the cause, the director must begin now to realign the overall collection - making certain strict adherence is given to weeding and beginning to emphasize adult non-fiction more heavily in purchasing.

Moving on to Chart II - Books Added - the figures recorded here present a picture of what appears to be a cycle of "fat" years followed by "lean"years or certainly an erratic buying record, at the very least. The "lean" years were 1971 and 1973. Recalling that the adult non-fiction section is noticeably small in comparison with overall collection size, it is unique to note that in the years 1971 and 1972 the number of juvenile titles purchased (455 and 1,088, respectively) outweighed adult non-fiction purchases (439 and 637, respectively) thus only serving to accentuate the skewing of the collection. In not a single category of materials were there consistent gains made in acquisitions with, for example, a drop seen in the number of titles purchased in '71, '72, and '73 for the adult non-fiction section over the number acquired in 1970. And what accounts for the addition of more juvenile fiction in 1972 than adult fiction? And why, so many more juvenile fiction titles added in 1974 than juvenile non-fiction? Granted, gifts may be warping any understanding of the picture of the rationale behind the book acquisitions at New Hyde Park but Chart II does appear to signal a need for some preplanning that will move the collection more into recommended alignment. In fact, placing gifts on the shelves should also be done only with the overall collection development scheme in mind.

Chart III reflects the weeding pattern of the last five years at New Hyde Park. To say that weeding has been erratic these past five years is only to hint at the apparent lack of planning or adherence to any weeding policy that appears to have gone on. Throughout this report numerous sections have dealt with the crying need to weed and essentially the future quality of the New Hyde Park Public Library's service program will depend to a great extent on the decision about weeding that must be made by the Board and staff. A true commitment to ruthless discarding could vastly improve the total library package. Some of the discard figures may not be fully accurate as, for example, the Adult Services Specialist from the Nassau Library System personally weeded hundreds

of both adult fiction and non-fiction during 1973 although the annual report records only 98 withdrawals during that period. Even though it is not possible to determine if these withdrawn volumes found their way back onto the shelves or were just not accurately accounted for on the annual report form, it should be pointed out that the state-required form ought to be completed with a commitment to accuracy. As has been stated, the recommended rate of discard is set at 5% of the total collection annually. Thus for 1970, New Hyde Park fell 1,136 volumes short; for '71 - 1,358 volumes short; for '72 - 917 volumes short; for '73 - 1,707 volumes short; and for '74 - 810 volumes short for a grand total of 5,928 volumes that represent old and dated books in the collection that ought to be discarded.

Before this rather close look at the collection concludes, a comparison between the present holdings and the Wheeler & Goldhor recommendations for books per capita should be made. On page 554 of their Practical Administration of Public Libraries, the formula of 2-3/4 to 3 books per capita for public libraries serving between 10,000 and 35,000 population is listed. Using this range as an indicator of a high and low mark, New Hyde Park Public Library should have between 29,612 and 32,304 current volumes in good condition. In 1974, the New Hyde Park Public Library surpassed both these figures with 39,152 volumes, although, as we have seen, a good portion of the holdings are not representative of "current volumes in good condition."

The 19th edition of The Bowker Annual of Library & Book Trade Information includes the fact that 39,951 new books and new editions of books were published in America during 1973. In that year, the budget available for book purchases at the New Hyde Park Public Library allowed for acquisition of only 4.61% of the published material. A public library that is not able to acquire between 10 and 15% of the yearly publishing output is severely hampered in supplying its public with the range of materials necessary to fill even realistic demands. It is quite obvious that New Hyde Park is making every effort to extend the available book monies through purchase of paperbacks and through reliance upon the Nassau Library System for acquisition of library materials at the favorable discount prices based upon the bulk orders drawn from all system members. Even using these two budget extenders though, New Hyde Park will continue to be hampered in its acquisition program if more funds cannot be located to raise the overall book budget substantially.

Chart IV - Budget Breakdown

Year	Total Income	% Library Materials	% Salaries Expense	% Other Expenses	% Capital Disbursements	% Unexpended Cash Balance
1970	$31,812	31.67	61.57	6.12	.62	
1971	28,030	20.36	67.92	12.78		
1972	37,700	21.45	58.78	7.27	1.93	
1973	41,092	23.34	58.64	10.26		.40
1974	44,288	18.54	57.53	8.16	4.78	10.96
Recommended		18-20%	60-65%	20-25%		

The fourth chart in this series is included to clarify the budgetary expenditures during the last five year period. Although it is not readily apparent from a first glimpse of the chart, closer examination of the figures submitted on the annual report form, backed up by the director's correspondence, confirm that New Hyde Park has some difficulty in converting their non-calendar fiscal year to the calendar year information requested on the annual report form. For instance, from the figures submitted on the 1971 annual report, New Hyde Park appears to have overexpended the budget by $300.; in 1972, some $3,977. or 10.54% of the total budget is not accounted for; and in 1973, some $1,485. or 3.61% of the total budget is not accounted for. Apart from consideration of bookkeeping transactions though, the chart as a whole should be compared to the recommended percentage breakdown figures given at the bottom of the first three budgetary categories - Library Materials, Salaries Expense, and Other Expenses. These suggested percentages have some degree of flexibility with the high/low span but even that may prove impractical if the present erratic cost fluctuations of the past few years continue. So, these recommendations must be viewed with the thought that future price variables may necessitate changes in the breakdown spans to perhaps allow for cost of living adjustments, rising book prices, etc.

What the percentage chart may not clearly show is that adjustments in other expenditures have been made over the years to allow salary expense to remain rather stable and rise from $19,587. in 1970 to $25,480. in 1974. Actually, in looking at this budgetary chart and recalling that Chart II on "Books Added" appeared to show that 1971 and 1973 were lean years, there are a number of questions that crop up. For instance, according to the annual report figures, 1970 was the year that the most funds went toward book purchases - some $10,075.- and with that sum (by referring to Chart II) the library acquired 2,136 volumes. It should be pointed out, of course, that no breakdown is available to indicate how many of the 2,136 volumes were gift books. But knowing that almost $10,100. in 1970 brought in 2,136 volumes, how can it be that $8,214 in 1974 (a time of marked inflation) allowed the library to acquire 2,392 volumes? Is the answer found in a rise in gifts or perhaps more reliance on paperbacks? And how can it be that in 1974, the New Hyde Park Public Library so in need of AV funds, programming funds, reference replacement, expanded periodical subscriptions, etc. wound up with a cash reserve of $4,858.? The answers to these questions and others really need more facts for clarification but it does appear that some modifications in the present book-keeping procedures are needed in order to extricate calendar year information with income and expenditures in balance, that more preplanning is needed to clarify budgetary needs prior to receipt of funds (primarily in areas not included in the present budget), and that much care should be taken with preparation of the annual report form itself so that the actual status of the library is clarified.

THE LIBRARY'S SERVICE PROGRAM

The New Hyde Park Public Library - housed in the basement of an aging structure, hampered by low budgets year after year, situated in a jurisdictionally overlapping area, etc. - has

had to search for bright spots in providing library service of late. One of those features most prized by the Board and staff is the warm and friendly small-town atmosphere that the library offers to its clientele. And while it can easily be shown that an aging building has little to do with either warmth or friendliness and that a congenial staff is the key to the personal touch whetherin modern facilities or ancient ones, it is nevertheless true that New Hyde Park has a staff that offers the home touch.

In addition, New Hyde Park continues to offer its citizenry the basic services that could be expected of any public library - i.e. providing district citizens with a logically arranged, classified collection of materials; assisting patrons with reference service; circulating items from the collection within prescribed guidelines; encouraging utilization of the collection through occasional distribution of craft program flyers and through programming such as story hour and film showings, etc.

Hours of access, according to information supplied on the annual report form for 1974 totaled 54 in the winter and 46 from July through August, as follows:

Winter Hours	
Monday, Tuesday, Thursday	10-6
Wednesday, Friday	10-9
Saturday	9-5

Summer Hours	
Monday, Tuesday, Thursday	10-6
Wednesday, Friday	10-9

According to a phone conversation held on March 18, 1975 with the Director, the following staff is available to conduct the services of the library:

Classification	Number
Library director	1
Senior Library Clerk	1 (part-time)
Library Clerk	1
Pages	3 (part-time)

In addition the library regularly uses the services of two other library clerks who substitute in the event of illness or vacation. To help in assessing the adequacy or inadequacy of the present staffing levels, the ALA Statistical Standards published in 1967 state that "for every 6,000 population served there should be one professional and two clericals." Using the 1974 estimated population for the village of New Hyde Park of 10,768, the library should have 1.8 F.T.E. professionals and 3.6 F.T.E. clericals. In full time equivalents, New Hyde Park now has 1 full time professional librarian and 1.7 F.T.E. clerical personnel. Essentially then, the library finds itself

in a borderline situation where more staff would doubtless produce a more effective overall program but also where the decision may have to be that budget requires forestalling additional hiring of other part time professional help until a full time professional is warranted to meet standards. Certainly, part of the decision process should include consideration of the fact that not all of the 10,768 people in New Hyde Park are requiring service from the library since some do frequent the Hillside and Elmont Public Libraries. Apart from any consideration of standards, there should also be an assessment made of the work load and until the patron traffic rises appreciably there would appear little justification for either more clerical or more professional assistance. In the next few years, if the traffic should pick up, the first priority would be added clerical backup.

On the following page a table of library programming for the past year can be found. With the exception of the Film Programs and the Lectures, Demonstrations, the remaining categories of activities were all designed for the juvenile age group at New Hyde Park. Adult programming in the past has been confined to the Nassau Library System - arranged package programs such as those on gardening and crank callers, and an occasional family film which draws low numbers of viewers into the library. There is always the possibility that the new meeting room may encourage a wider range of adult offerings but the limits of both budget and staff may preclude much programming expansion. As already mentioned in the Young Adult section of this chapter, consideration should be given to use of more volunteer assistance to facilitate adult programs. Certainly, if New Hyde Park were able to participate in monthly young adult and children's services meetings held at the Nassau Library System, familiarity with more performing groups would be assured. Providing supplementary funds to be able to offer one or two programs a month would be a worthwhile project for a potential Friends group to undertake.

Quite in contrast to the response that the family film showings generate, there are customarily 200 youngsters who come for children's films. In response to this obviously successful venture, the 1975 budget will include provision for joining the Shared-Cost Feature Film Program for Children arranged through the Nassau Library System. The other programming for the juvenile set is all arranged and conducted by the director or one of the clerks and appears to be quite successful in attracting youngsters to the library. Freeing the director of some of these time consuming craft construction projects will doubtless need to occur if the collection development needs are not to be sidelined. Help in this area from the clerical staff is always a possibility and certainly, the effective use of volunteers should not be overlooked. A recent study completed at the University of Maryland for the Enoch Pratt Free Library contains valuable suggestions for those contemplating the use of volunteers - "There is a special skill needed when working with and using volunteers, which is based on a combination of training and trust. The secret is to need them, to equip them by training, and to make heavy demands on them - using them not as cheap labor or second best, but as respected contributors whose work is its own reward." At New Hyde Park, with a clear need for assistance in expanding and maintaining programming options, the ground is fertile for beginning a project of training and effectively utilizing volunteers.

NEW HYDE PARK PUBLIC LIBRARY
SCHEDULE OF PROGRAM ACTIVITY
October 1973 - September 1974

Library Sponsored Activity	Frequency of Activity	Total Number of Meetings	Average Attendance at Each Session	Total Attendance for All Sessions
Summer Reading Club	Each summer	1 Awards Program 12 craft sessions	N.A.	N.A.
Displays & Exhibits	1 a month	12	N.A.	N.A.
Pre-School Story Hour	1 a week	52	14	728
Film Program	1 a month	12	varies	N.A.
School Class Visits	1	1	N.A.	N.A.
Lectures, Demonstrations	5	5	varies	N.A.

47

THE LIBRARY'S PHYSICAL PLANT

Chapter II established the fact that the present New Hyde Park Library was born and continues to exist in the basement of an old schoolhouse that was constructed just after the turn of the century in 1908, and though the similarities may be crude, the problems faced by New Hyde Park in its struggle to offer modern library service from this old facility could be comparable to the crisis encountered if a driver of today climbed aboard an old Model T and attempted to navigate the Major Deegan during rush hour. Granted that Americans are too often guilty of living in a throw away culture and that far too many have gotten accustomed to the best, the newest, and the things with the most mechanical parts without being aware that every budget has a limit and that "best" has meanings separated from age considerations. Even knowing our rashness for the new though it would be equally shortsighted to let nostalgia for the past erase the obvious problems encountered with the basement location. Just for openers the building site is not in the center of the village although it is on a major village artery. The side parking lot has space to accommodate 18 cars but several of these spaces are reserved for the village mayor and other village officials. And the building itself - constructed as a school, it has an exterior appearance of the typical educational facility of the day and although most New Hyde Park residents must know it as the village hall and library, how many pass by without noticing the library's existence? And what about the small, although ever present problems, associated with sharing a building - how can the library staff supervise the building during the hours after 4:30 each day when the other offices are closed and yet there has to be ready access to other floors since the library has no outside entrance of its own? Chapter IV has already outlined the space crisis in the present facility and in other sections mention has been made about the basement location which effectively bars the elderly and handicapped from full utilization of the facilities. Certainly, one of the major problems is the lack of staff workspace and lounge space. The hallway behind the circulation desk houses the staffs' coats and the narrow, unfinished basement area contains a staff refrigerator but supply storage, counter workspace, a librarian's office, a comfortable area for break time - all these items are absent in the makeshift staff workroom. The periodical storage area is symptomatic of the overall facility crunch. Certainly the collection arrangement itself does not follow logical order with materials being fit into every available nook and cranny so that biographies and short stories are shelved among young adult materials, for instance. Clearly, the staff is making do with the restraints imposed by the aging building. The real question must be - is this justifiable to the citizens of New Hyde Park or after 39 years, shouldn't some changes be made?

LIBRARY USE BY ORGANIZATIONS

Some years ago the Hillside Public Library prepared a handbook entitled - New Hyde Park Directory of Community Organizations - which was designed to assist in locating information on governmental as well as community group organizations. Contained in the booklet are addresses and phone numbers for such vitals as the fire department, the police department, the dog warden, the village mayor, funeral homes, public and parochial schools, etc. During the survey of the New Hyde Park Public Library, the Directory was used to obtain names and addresses of organizations from which it was then possible to compile a sampling for a brief questionnaire (see Appendix C-1). Essentially the questions were included to determine the services various groups were receiving from the New Hyde Park Public Library and those services they had not utilized but considered of value to their group work. First though, it should be stated that the jurisdictional overlapping between the Hillside Public Library and the New Hyde Park Public Library could mean that some organizations rely on one of the libraries and not on the other. Consequently, the form had both Directors' addresses listed as possibilities for questionnaire return.

In all, 52 questionnaires were sent to schools and organizations within the two libraries' service areas. The response was disappointing as only 4 forms were returned (7.69%) and one of the four was mailed back without being completed. It would be difficult to determine why response was so low. There could be many reasons including: 1) the fact that the Directory is out of date and therefore forms could have gone to no longer current addresses, 2) reluctance to spend time and effort on questionnaire answering no matter the source, 3) a possible result of the low profile the public libraries maintain in the area, etc. Of the three questionnaires that were completed, only one from the Holy Spirit School on South Sixth Street indicated full use of library services.

Despite the fact that the questionnaire elicited such a low response, discussions with the Director at New Hyde Park shed more light on public library-community cooperation. For example, the Director indicated that the Rotary Club and the Lions Club send yearly contributions to the library. An ongoing project with the Lions Club, the Police Department and the library is "Project Identification" through which an engraving apparatus can be borrowed from the library so that patrons can mark household possessions to ensure return in the event of burglary.

Another example of rapport within the community is the newly completed meeting room which was furnished by the National Bank of North America. Certainly instrumental in

securing this contribution was the work of a library Trustee who is a former President from the National Bank of North America. Presently, there are no written Rules and Regulations governing usage of the meeting room. And, although the room can be utilized only when the library is open (since there is no separate outside entrance to the room and all traffic to the room must wander through the library), it does appear that community use of the facility would be a valuable public service and; therefore, a policy statement from the Board outlining meeting room regulations is needed. Samples of meeting room statements from other libraries in the county are available from NLS to assist in drafting the policy document. As a general rule, charges for use of meeting rooms are not made unless janitorial services are required and then charges cover custodial salary expenses incurred.

Although New Hyde Park is not involved in the Information and Referral Project that is sponsored by the Nassau Library System and is ongoing in several system libraries, the Director has had at least two occasions in which she referred patrons to the Walk-In Center under the supervision of the West Nassau Mental Health Clinic. In addition, brochures detailing the services of the Walk-In Center are available for free distribution in the New Hyde Park Public Library.

Other community involvement includes obtaining films for use of local churches. Library activity announcements are also circulated to nearby churches.

Board members often serve as links to further involvement with community interests. With the Director expressing interest in offering additional programs for senior citizens, the very contact she needs may be the Trustee who works for the Town of Hempstead, Office of Services for the Aging. Another Trustee is active with both the American Red Cross and the American Cancer Association and may be a source for extension activities in one or the other of these areas. Contact through the elementary school teacher on the Board already ensures distribution of program flyers among the students in her school building.

In conclusion, then, it appears that the New Hyde Park Public Library maintains closer community contact than would be evident from the questionnaire response. Certainly though there is always a need for frequent communication between the library and the various community groups and organizations it serves.

BUILDING USAGE SURVEY

Public libraries, caught in the midst of today's inflationary spiral and forced to compete in a lively market of public and social services, have begun to look to new measures of judging impact and effectiveness from services given. For eons, the one statistic used to describe the public response to library service has been the circulation record. Circulation statistics do not, however, accurately measure total usage of library programming. These figures exclude ready reference requests answered by phone, eliminate the numbers of people using the library as a study or reading center, ignore the numbers participating in special programs such as story hour, film showings, craft sessions -- the list goes on and on of services offered that would not be evaluated were circulation figures to remain the major measurement tool.

In an effort to remedy the situation, a team of researchers at Rutgers University began to work in 1970 on devising new techniques of measurement. The original proposal for the study was submitted by Dr. Kenneth Beasley with Dr. Ernest De Prospo selected as principal investigator for the field research. By the end of 1973, a progress report entitled, Performance Measures for Public Libraries was available so that librarians could begin applying the tools developed. Two of the Rutgers' methods of measuring library activity -- the circulation distribution form and the building usage survey ticket (See Appendices D and E) -- were employed during the early phases of the New Hyde Park survey. The building usage tickets helped pinpoint peak usage period, elicited some idea about user satisfaction, and defined in general terms the various publics frequenting the library. The results of this survey are charted on the following pages (See Tables A through F). The circulation distribution form assisted with determining the average number of books checked out by each user and with separating circulation from other in-house usage occurring daily (See Table F).

The library Director was asked to select three days for the survey -- one day of light usage, one day of medium usage, and one day of heavy usage. Both the building usage study and the circulation distribution records were completed during the three days chosen. The Director, from her past experience in the library, decided that Saturday would be a heavy day, Thursday - a medium day and Wednesday - the light day. The usage count however showed that fluctuation in daily traffic is not dramatic enough to warrant such a breakdown since the three day total usage figures were 75 patrons on Saturday, 72 on Thursday and 73 on Wednesday. In returning the forms for tabulation purposes, the Director indicated that "unfortunately, I seem to have picked an unusually slow week." The exact conditions that would make for a slow period were not explained but it should be known that the survey is so simplistic as to be readily duplicated at a period in late spring or early fall so that the staff and trustees can easily calculate average daily usage of the New Hyde Park facility.

Tables A-C contain actual head counts of persons in the library at various hours. Consequently, if a patron enters at 10 and does not leave until 12:15, the hours 10-11, 11-12, and 12-1 would all have tallies of his presence to present a clearer picture of the patron load at various periods during the day. By the same token though, Table D, except for part B, does not make allowance or additions for those remaining beyond an hour in the library; thus the example from above could be counted as a male only once for percentage purposes in Table D, Section A, 1.

Tables A-C chart the amount of patron traffic utilizing the New Hyde Park facility by hourly segments. Perhaps the most striking information gained from all three charts is the low amount of usage the library is presently receiving. Take Table A as an example - only two hours of that entire workday saw more than ten patrons in the library (from 4-5 and from 7-8). There is always the possibility, of course, that the three days selected were atypical of normal weekly usage but since the days were randomly selected and did not fall within an adverse weather period nor within a school holiday, it is logical to conclude that the traffic is reflective of average use patterns. With knowledge of the low level of use that the materials and the facility are receiving, the Trustees need to reevaluate their objectives compared with cost considerations, i.e. is the total operation returning to the community services equal to tax dollar investment.

Another factor that stands out in all three Tables (A-C) is the heavier student use of the facility and services compared with non-student use. Such a finding could mean several things - for instance, it could reflect the geographic closeness of school facilities and the public library but it could also be a sign alerting library planners to the need for expanded service offerings in the way of materials and programs that would satisfy more adult needs and lead to a larger non-student clientele. Table D really confirms the heavier student patronage by showing that slightly over 58% of the total library use is by the student-age population. This same weight (58%) is also reflective of the breakdown between male and female use of the library, with women tipping the percentage scales. Section A, 3 describes the distribution among student traffic with the elementary age youngsters being marginally heavier users of the New Hyde Park Public Library than junior high or high school pupils. The next section of Table D (A, 4) shows the occupational categories of non-student patrons. Interestingly enough, the same number of housewives and of "other white collar" workers used the library during the three day survey period. "Other white collar" workers are secretaries, salesmen, technical assistants, etc. compared to the "professional" category which would include lawyers, teachers, doctors, chemists, etc. Although a short survey of only three days cannot be considered absolute, it does appear that the professional segment of the village of New Hyde Park is not finding the depth and variety in the collection that would encourage fuller use. And in a community of increasing numbers of elderly and of sizeable numbers of blue collar workers, library planners must increase the service options to provide information access to both these key groups - noted for their need for non-traditional library service.

Section B of Table D charts the amount of usage occurring at all open hours during the three day survey period. The schedule from 9 to 9:59 reflects opening only on Saturday

morning. From the results obtained for this one Saturday in October, it would appear the staff and trustees should consider opening an hour later on Saturday as there is not enough response by the public to warrant another hour of access. Peak hours of usage occur from 12 noon until 2 and from 3 until 5. In fact, from the usage figures, it would seem wise for the Board to also consider closing at 8 on Wednesday rather than 9 since so few people use the services at that time of night. This may not be the solution though - the New Hyde Park Public Library presently stays open on Wednesday and Friday nights until 9, although Friday has been found to be a night in many libraries when families chose to do other activities and do not make heavy use of the library. Perhaps an experiment to determine a night opening more convenient to the village citizenry would be in order - i.e. the Board may want a six month test of openings on Monday and Thursday nights rather than the present schedule of Wednesday and Friday night. Discussing village traffic patterns with neighborhood shopping centers should prove useful in selecting the right nights to be open so as to be accessible when a majority of people will want to use the facilities.

Section C of this same Table records the amount of patron satisfaction with the services offered. The staff should be pleased to know that 70% of the present patrons are satisfied with the kind of materials and services they receive. However, if the high number of "no response" is removed from the percentage figures, that leaves slightly over 20% of the patrons who have some complaint with the present service. The simplicity of the user ticket is designed to encourage instantaneous response that will lead to further evaluation and point the direction to planning needs. Consequently, the "why" of the dissatisfaction is not elicited but preceding information from Chapter V should give staff and Trustees an idea about target areas that need to be strengthened or other services that should be instituted to revitalize the service package.

Table E is a graph of the average amount of time spent by the majority of patrons on a visit to the library. From the length of stay in the library, it is possible to deduce the amount of patron traffic that stays long enough to do in-depth research, study, and involved information retrieval. Those patrons that stay 15 minutes or under in the library are of the dash in and dash out variety that are returning books, picking up reserves, selecting other titles, etc. Beyond these rapid transactions, patrons remaining 30 minutes or more do have sufficient time to leisurely browse, do some reference searching, in-house reading, etc. From the graph of Table E, it is easy to conclude that the majority of readers at New Hyde Park are not doing any in-depth research but are using the collection for leisure time reading, for assignment related activities, etc. The challenge to the planners will be enhancing the environment sufficiently (whether by furnishings or building location or acquisition of more varied materials) to attract a readership that finds the library conducive for longer staying periods. Also in considering length of stay, a careful look at the ease with which patrons can locate materials is in order. That is to say, that if the majority of clientele stay only 15 minutes per visit then the placement of the card catalog, the reference collection, the new fiction, the record collection, etc. must all be readily apparent. Marketability should also receive consideration for it stands to reason that limited time per visit increases the need for eye appeal and instant "selling"

of materials not unlike the color packaging that grocers have discovered encourages selection. Consequently, volumes must be attractive and appealing and carefully located for best reception by the public - a key reason for removing musty, older, tattered volumes from any public library collection.

The last Table in the building usage survey (F) concerns the results of the circulation distribution count for the three day period. On Wednesday, the Table indicates that 82.1% of the total daily traffic accounted for the circulation of the day - i.e. 18% of the users entering the library did not leave with a volume. Obviously, some patrons are only returning books while others are using the library as a study facility and consequently are not checking out materials. This percentage factor fluctuates daily, moving from 82% to 69% to 44%. Such changeability could indicate a need for a longer period of study before conclusions could be considered valid, but it should be noted that comparison of the New Hyde Park results with other Nassau County circulation distribution results shows that the percentage of users checking out books at New Hyde Park is high. Exactly what this means may not be totally clear but on the surface, at least, it does appear that the other libraries having a lower percent of users checking out books also had an equivalent amount of non-book related services ongoing that were attracting patrons. For example, numbers of story hour children might enter a library but never check out a book as they leave. The same is true of other library programming where patrons enter exclusively to view an art exhibit or attend a discussion group or hear a concert. At New Hyde Park, limited extra-book activities are available to attract participants into the facility so the majority of those that do come, do so specifically to check out or return library materials. By limiting library activities almost exclusively to provision of book related materials, the New Hyde Park Public Library is also placing bounds on the potential patronage the library can ever hope to reach. Today the modern public library must reach out to the non-book population that also is providing tax dollars to support the public library operation - to do otherwise is to offer only a select segment of the population a worthwhile service.

Time	Total	Student	Non Student	Male	Female	Pre-School	GRADES K	1	2	3	4	5	6	7	8	9	10	11	12	College	Grad.	Satisfaction Yes	No	Partially
10-11	5	2	3	2	3															1	1	4		1
11-12	0																							
12-1	1		1	1																		1		
1-2	5	3	2		5														1			5		
2-3	3	3		1	2								2											
3-4	6	4	2	2	3								1		3							4	1	
4-5	18	14	4	11	7				2	3	1	1	2	1	2	1		1				8		3
5-6	6	3	3	4	2									1		1		1				4		1
6-7	9	2	7	3	6							1								1		7		1
7-8	13	7	6	6	7			1							1			2		3		8		4
8-9	7	5	1	6	1													2	2	2		2	2	2
Total	* 73	43	29	36	36			1	2	3	1	2	5	2	6	2		6	3	7	1	43	3	13

*72 patrons actually used the New Hyde Park Library on October 9, 1974.
One patron remained in the library during an overlapping time period (i.e., from 7 - 9) and has been listed twice.

TABLE A

BUILDING USAGE SURVEY - WEDNESDAY, OCTOBER 9, 1974

Time	Total	Non Student/Student		Male/Female		Pre-School	GRADES												College Grad.	Satisfaction		
							K	1	2	3	4	5	6	7	8	9	10	11	12		Yes	No	Partiall
10-11	3	2	1	1	2												1				3		
11-12	6	1	5	1	5	1											1				4		1
12-1	8	5	3	1	7												1	3		1	7		1
1-2	16	7	9	7	9										2		1		2	1	11	1	3
2-3	6	4	2	1	2	1									1			2		1	2	1	3
3-4	16	8	8	2	14				1			1	3	1					1	1	14	1	1
4-5	17	13	4	6	11				1	2	1		3	1			3	2			12		3
5-6	9	7	2	4	5						2			1	1	1	1		1		6		1
Total	*81	47	33	23	55	2			2	2	3	1	6	3	4	1	8	7	4	4	59	3	13

*72 patrons actually used the New Hyde Park Library on October 10, 1974.
Nine patrons remained in the library during overlapping time periods (for example, from 1-3) and have been listed twice.

TABLE B BUILDING USAGE SURVEY - THURSDAY, OCTOBER 10, 1974

Time	Total	Non Student/Student		Male/Female		Pre-School	GRADES												College	Grad.	Satisfaction		
							K	1	2	3	4	5	6	7	8	9	10	11	12			Yes	No	Partially
9-10	1		1	1																	1		
10-11	5	3	2	4	1								1						1		4		
11-12	12	9	2	5	6									2		3		1	1	2	9	1	1
12-1	23	18	5	6	16					3	2	1	2			4		2	1	2	15	2	5
1-2	12	4	8	7	4								1	1	1						9		1
2-3	6	2	4	4	2													1		1	3	1	2
3-4	9	5	4	3	5							2		1		1			1		6	1	2
4-5	10	5	5	3	7				1			1		1	1	1					10		
Total	*77	46	31	33	41				1	3	2	4	4	5	2	9		4	3	6	57	5	11

*75 patrons actually used the New Hyde Park Library on October 12, 1974.
One patron remained in the library during overlapping time periods (i.e., from 11-2) and has been listed twice.

NOTE: Nine patrons could not be charted because no time period was specified on their survey tickets.

TABLE C BUILDING USAGE SURVEY - SATURDAY, OCTOBER 12, 1974

TABLE D BUILDING USAGE

	New Hyde Park Library	
A. Description of Users	#	%
1. Sex		
Male	90	40.9
Female	128	58.2
No Response	2	.9
Total	220	
2. Student/Non-Student		
Student	128	58.2
Non-Student	91	41.4
No Response	1	.4
Total	220	
3. Grade Level of Students		
Elementary (K-6)	39	30.5
Jr. High School (7-9)	37	28.9
High School (10-12)	33	25.8
College	15	11.7
Graduate School	2	1.5
No Response	2	1.5
Total	128	
4. Occupation of Non-Students		
Professional	9	9.8
Other White Collar	31	34.0
Blue Collar	6	6.6
Housewife/Mother	31	34.0
Retired	9	9.8
Unemployed	0	
No Response	5	5.4
Total	91	

TABLE D (continued)

B. Patrons Present in Library at Stated Times

	#	%
9:00 - 9:59	1	.5
10:00 - 10:59	13	5.9
11:00 - 11:59	18	8.2
12:00 - 12:59	31	14.1
1:00 - 1:59	31	14.1
2:00 - 2:59	12	5.5
3:00 - 3:59	31	14.1
4:00 - 4:49	42	19.1
5:00 - 5:59	13	5.9
*6:00 - 6:59	9	4.0
*7:00 - 7:59	13	5.9
*8:00 - 8:59	6	2.7
Total	220	

C. Satisfaction

Satisfied	154	70.0
Partly Satisfied	34	15.5
Not Satisfied	11	5.0
No Response	21	9.5
Total	220	

*Library open Wednesday night

TABLE E

PATRON TIME IN LIBRARY

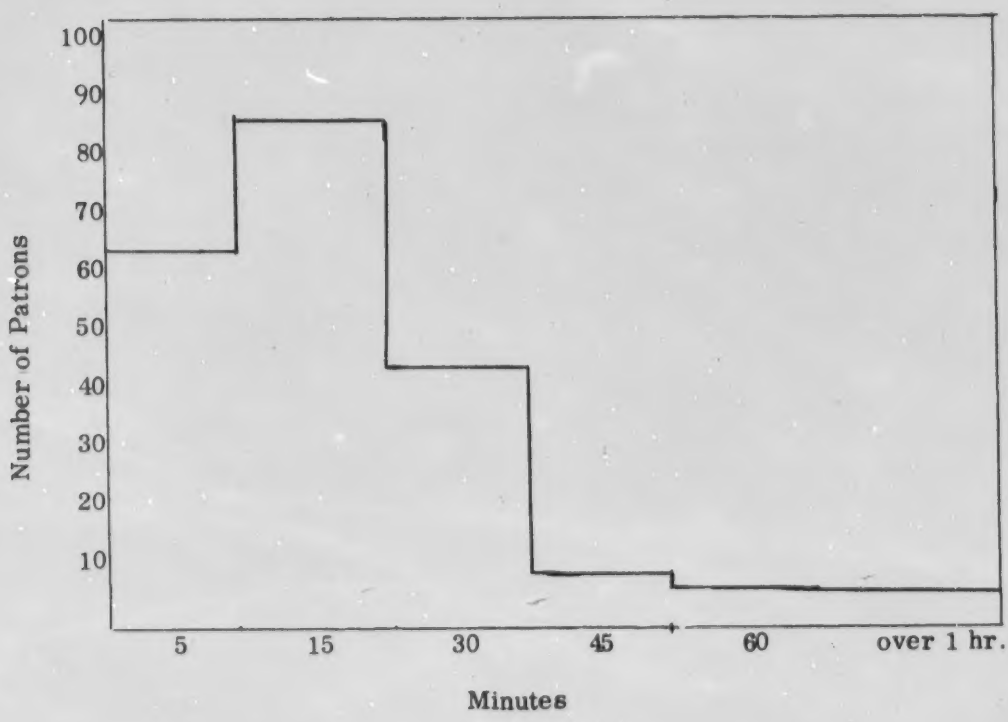

TABLE F

NEW HYDE PARK
CIRCULATION DISTRIBUTION COUNT

Date	No. of Users Entering Library	No. of Users Checking Out Books	% of Users Checking Out Books	No. of Books Circulated	Average No. of Books Circulated Per User
(Wednesday) October 9, 1974	73*	60	82.1	150	2.50
(Thursday) October 10, 1974	72**	50	69.4	118	2.36
(Saturday) October 12, 1974	75***	33	44.0	82	2.48

* See Table A
** See Table B
*** See Table C

TECHNICAL SERVICES

INTRODUCTION

Technical Services at the New Hyde Park Public Library includes all those behind-the-scene operations from the time a book is selected for purchase until that book is ready to be circulated or used by the library's readers. These activities include the ordering, receiving, cataloging and physical processing of the books. The efficiency of these operations contributes much to the overall success of the library's total program to its readers. The more staff time spent on these activities means less time available to work directly with the public in meaningful library programs. To help make its task of acquiring, cataloging and processing books more efficient and economical, New Hyde Park, like every public library in Nassau County, can use the centralized technical services options offered by the Service Center.

This report examines the current technical services operations at the New Hyde Park Public Library and the use the Library makes of the processing services of the Service Center.

STANDARD RECORDS

While there are no national standards for libraries to follow in operating its processing activities, every library must keep the following files in order to maintain bibliographical control over its collection.

1. Outstanding order file - one complete file, preferably arranged by title, of all book and non-book materials on order from all sources. This file is checked before ordering each new title in order to eliminate duplication of orders and checked when a book is received to verify that the library did order it and received what was requested.

2. Order received file - a temporary file, arranged by title that includes a record of each book received but not yet recorded in the card catalog. The purpose of this file is to eliminate unnecessary duplication of orders. This file, more often than not, is maintained with the outstanding order file.

3. Shelf list - a catalog of main entry cards arranged by class number for all materials owned by the library. Each card shows the number of copies in the library, location, and accession or copy number of each book and often will include price of the item and source of purchase.

4. Public Catalog - a record of the library's holdings, usually in card format, describing each item by main entry, title and subject. Some libraries divide these elements into three alphabetical sequences, while others interfile the three. Almost all libraries have two catalogs - one for the adult holdings and the other for the children's materials.

The New Hyde Park Library maintains all of these standard records. The order file is arranged by title and takes up the space of half a standard drawer. This file is always up to date, and it is rare, if ever, that a book is duplicated in error.

The shelf list is located in the library's workroom which is adjacent to the circulation area. At the present time, the file is in a state of flux, since it is being used to take an inventory of the Library's complete holdings. Since this inventory has been going on for some time, it is suggested that more hours be devoted to it in order to complete the inventory in 1975.

The Library maintains two dictionary card catalogs. One is in the adult area for the main entry, title and subject cards for all adult and young adult material. The second catalog is located in the children's section and has listings for all the juvenile materials. Filing in the catalogs is done by the Library's clerks without apparent revision by a librarian. The Director indicated that the adult catalog has many filing errors and this was confirmed upon examination. This is quite serious since a reader coming into the Library for a specific title, may mistakenly assume that the Library does not own it because the author card cannot be located. The Director plans to revise the entire catalog once the inventory is completed. This makes sense because many cards will be removed as a result of the inventory.

PERSONNEL

The Director indicated that she spends about five hours weekly on processing operations. Additional time is spent by the clerks and pages totaling about fifteen hours a week. The staff seems adequate to handle the workload since books received fully cataloged are available for circulation within hours of their receipt. The backlog in discards is due to the inventory being taken.

PROCEDURES

The Library does not have a procedure manual for its technical services operations. Most libraries the size of New Hyde Park find them unnecessary since one or two clerks are responsible for all the operations and know the details well. However, a procedure manual serves two purposes: 1) It can be used as a training tool for new staff members, and 2) it can serve as an evaluation tool so that from time to time, the Library can examine its operations to determine if each step is still necessary. The Library should plan to prepare a manual including sample catalog cards, stamps and special stickers.

New Hyde Park has kept its procedures simple for the books it receives from the Service Center. Changes are rarely made in the classification numbers. The Library's property stamp is stamped on the outer top and bottom edges of the book and inside the first page. An accession number is placed on the shelf-list card and the verso of the title page. A rubber stamp indicating "DO NOT REMOVE DATE CARD" is applied to the pocket as is a stamp noting the date received. The price of the book is written on the book pocket and book card and the circulation period is stamped on the same items. A circulation period label is attached to the spine of the book. For mysteries, which are shelved as a separate collection, a special mystery sticker is applied to the spine. The letter M is written on the book card, pocket, and each of the catalog cards. It is suggested that the Library purchase a special rubber stamp with the letter M which should make the mystery designation a little neater.

The Library has a collection of over 1500 uncataloged paperback books. However, they are all listed in the public catalog with an author and title card. The information is taken from the title page of the book so it is kept simple. A book pocket is pasted in the book, a book card typed and the initial letter of the author's surname lettered on the spine. Finally, the paperback is laminated to protect its covers. All of these steps are performed by the pages. These operations are all standard ones performed by almost all libraries in getting books ready for circulation.

PHYSICAL FACILITIES

The Library's workroom where the processing operations take place is also used as a storeroom for arts and crafts material. It is long and narrow, but has a number of small windows near the ceiling. While not ideal, it is adequate for the operations performed. The drawers of the shelf list scattered about and being worked upon give a cluttered appearance to the area, but this condition is only temporary.

USE OF CENTRALIZED PROCESSING SERVICES

The Service Center offers its member libraries a number of services intended to relieve them of many of the onerous details required to get material ready for circulation and to save them money by negotiating a higher discount for most books than they would receive by purchasing directly from commercial books suppliers. The New Hyde Park Public Library, like every public library in Nassau County, can elect to use those services which are most helpful to it. It may have tried a service and decided to stop using it, because the disadvantages far outweighed the advantages. This section outlines these processing services and the extent to which New Hyde Park uses them.

Book Purchasing, Cataloging and Processing

The primary service of the Nassau Library System Technical Services Department is to order, catalog and process those titles selected by each member library to be added to

its collection. Centralized ordering enables the library to receive a larger discount for most books than what the library can get by ordering directly from book suppliers. The centralized cataloging and processing of these books can save the library much time and effort in getting these books ready for circulation. The use of this service varies among libraries; some use it for all books they purchase, while others may use it for only a part of their acquisitions.

According to the information supplied by the Library for its annual report to the Division of Library Development, New Hyde Park spent $10,156.62 for books in 1974. The Service Center's account receivable ledger for New Hyde Park totaled $9,306.82. These figures show that New Hyde Park purchased 91.6 percent of its books from the Service Center in 1974.

In this same annual report, New Hyde Park reported the following new book acquisitions in 1974:

	Titles	Volumes
Adult		
Fiction	602	629
Non-fiction	745	917
Total	1347	1546
Juvenile		
Fiction	532	541
Non-fiction	305	305
Total	837	846
Total Books	2184	2392

Service Center shipping statistics indicate that 2054 books were shipped to New Hyde Park in 1974. Subtracting this from the above total, there were 338 items acquired locally, including gifts. The Director indicated that the Library purchased some remainder books at bargain prices and a few items that were needed immediately.

Until a few years ago, New Hyde Park purchased most of its books through the Service Center to take advantage of the discount schedule but ordered all their books uncataloged. The amount of time saved by the Director and clerks is substantial and allows them to do other library work.

Non-Coordinated Orders

For current new books, libraries must submit their orders by a designated due date established for each book selection source. Each month they may also order an established quota of new books on a non-coordinated basis. New Hyde Park has a quota of 50 orders per month. In 1974, it sent 93 non-coordinated orders to the Service Center, far below its annual quota.

Cataloging Information Service

To help libraries in their processing of locally acquired books, the Service Center offers a Cataloging Information Service for the nominal fee of 25 cents per title searched. The library submits the author-title-publisher information on a prescribed form to the Cataloging Division which searches its Official Catalog and the National Union Catalog for the cataloging information; if the information is located, the library receives either a complete set of cards, ten unit cards or a photocopy of the NUC entry.

In 1974, New Hyde Park submitted 703 requests for cataloging information. This number far exceeds the 388 books that the figures above indicated were added by local acquisition during the year. However, the Library had a substantial backlog of gift books. By using this service, the Director should have this backlog cleared up early in 1975.

Other Processing Services

New Hyde Park used the other processing services to varying degrees. It purchased 87 BINY books - an order and processing service that guarantees two day delivery of books most in demand. To make the acquisition of annuals, yearbooks and other regularly published continuations easier for member libraries, the Service Center issues a list of about 400 titles from which libraries may order on a standing basis, so that each successive edition is automatically received. New Hyde Park received 80 such titles during the year. The Library uses the pamphlet service to a limited extent; it received 11 pamphlets with subject headings assigned on labels in 1974.

Union Catalog

The Service Center maintains an author and title union card catalog indicating the book holdings of each of the 53 member libraries. Processed books ordered through the Service Center are automatically entered. It is the responsibility of each library to notify the Union Catalog of each adult non-fiction book that it acquires locally and of each book it withdraws from its collection. In 1974, New Hyde Park sent 13 notices of new adult non-fiction titles the Library acquired locally and 703 discard notices. This large number of discards is due to the inventory the Library is taking, so the number should continue to be high until this inventory is completed. However, the low of only 13 notifications to the Union Catalog compared with the acquisition of 338 non-NLS purchased volumes does indicate that the library is not meeting its responsibility of keeping its union catalog holdings accurate.

CONCLUSION

In the technical services area, the New Hyde Park Public Library has kept its procedures in the processing area simple so that a minimum of staff time is taken up with these activities. The Library's policy in using the centralized services to the fullest should be commended. The Director of the Library is aware of the backlog of gift books and the many errors in the public catalog. Action has already been started to correct these deficiencies which should be cleared up in 1975.

A COMMUNITY RELATIONS PROGRAM

THE PHYSICAL SETTING

1. Exterior -- The library is contained in the basement area of the New Hyde Park Municipal Building. No directional or large, outside signs indicate the library location. The location, off Jericho Turnpike, is convenient.

2. Interior -- Low ceilings, crowded stacks, no room to turn around in -- all negative factors -- are brightened by the warm welcome and personalized service given by the director or the two clerical staff members.

   Meeting room -- The official dedication of a small, but inviting program room in November attested to the powers of persuasion of the director, the approval of the Board, and the generosity of the National Bank of North America in providing the furnishings. Formerly the space was a catch-all area for odds and ends. Plans are being made to use the space for programs and small group meetings. The upstairs community hall may be requested for use with larger-size groups.

COMMENT:

The meeting space and library area are inaccessible for the handicapped and the aged because of the steep stairway and the crowded quarters. More space is needed and more access for all kinds of patrons must be provided.

A large directional sign would be helpful.

ONGOING COMMUNITY RELATIONS PROGRAM

It is necessary to say, at this point, that the New Hyde Park library, which serves village residents, is one of three libraries which serve the village residents. The other two - Elmont and Hillside - are school district libraries. Village residents, because of the existence of the three library districts, pay double library taxes. This situation will be explored from a community relations viewpoint in the recommendations at the end of this section.

PRINTED MATERIALS

Mimeographed flyers are produced at irregular intervals announcing programs or services. A library calendar is included every three months in the village bulletin. No

library brochure is available. The library logo, designed by a high school student, was the winner in a student contest. NLS shared-cost bookmarks are asked for occasionally.

COMMENT:

The contemplation of a monthly calendar for desk distribution might be considered.

Shared-cost bookmarks, when budget permits, should be ordered more frequently for patron use.

PUBLICITY

News releases are sent regularly to the two local newspapers and to Newsday Calendar of Events and BQLI. The paper sends a photographer upon request for an event of more than ordinary interest.

COMMENT:

There is a highly-developed sense of news apparent in both the director and a member of the Board and full use of the news media is being made with what is being offered in programs and services.

PROGRAMS

Under the leadership of the current director (who has been at the library for two and one half years), programming has been on the upswing, despite limited space. Summer Reading Club, film shows, gardening programs, arts and crafts programs, a pre-retirement series in cooperation with the Senior Citizens, even an evening devoted to the art of witchcraft are indicative of the variety offered.

COMMENT:

The director plans all of the programs--an impressive record, along with her other duties plus the fact that she is the only professional of a staff of two full-time and one part-time persons. Help is needed!

A trustee should be assigned to work on programming along with the director and invited community members representing a wide range of interests and ages.

DISPLAYS, EXHIBITS

A new display case is evident across from the charge desk. Its contents are changed monthly. Sources for obtaining materials are NLS exhibits, newspaper stories and ads

in the local newspapers. A page is in charge of the showcase. There is no wall space for hanging exhibits, art shows, photography shows, etc.

COMMENT:

Nation-wide, libraries today have assumed the role of community cultural and informational centers. Here, in Nassau, these services are strongly visible in many of the 55 libraries. New Hyde Park is hampered in this role by its lack of space, lack of staff and lack of budget.

COMMUNITY RELATIONS STAFF

This is one of the many caps worn by the director and she wears it well. She is sometimes assisted by one or two of the trustees. She has a flair for person-to-person contact and a talent for programming, but has not been formally trained in PR or art skills.

COMMENT:

Lack of time to attend NLS-PR workshops, lack of time to devote to this one of many duties, lack of bodily assistance and lack of budget put a crimp into the library's community relations operations.

COMMUNITY RELATIONS BUDGET

No budget has been established. The director makes requests for individual ventures.

COMMENT:

Every library today needs to have a community relations budget, however modest.

The library should encourage the organization of an interested citizens group with the supplementation of community relations and budget as its major goal.

TRUSTEE INVOLVEMENT

There is no written Board policy nor is one trustee specifically assigned to community relations. Two trustees work with the director on different community relations projects. The Board, appointed by the Village Board, is minus a fifth member. A number of people have been proposed, but so far the Village Board has not made the appointment. The Board and the director have a good relationship. Some of the trustees have gone to library conferences.

COMMENT:

With a good relationship existing between director and Board, the director should further provide the opportunities for the Board to become acquainted with all aspects of contemporary library service by such means as

- tours of the Nassau Library System
- tours of other Nassau County libraries
- access to Library Lines, the System's administrative newsletter and professional literature -- Library Journal, American Libraries, Wilson Library Bulletin
- exchanging information with other library trustees at System workshops

COMMUNITY INVOLVEMENT

There is no direct community involvement with the library. Chairmen of community groups have been invited, by letter, to tour the library. Tours were given to guests at the November dedication of the new program room. The director holds informal talks on the use of the card catalog. The director attends local meetings when invited.

FRIENDS

The community has been apathetic when asked to form a Friends group. It is composed of a good many older citizens who do not go out at night and are not motivated by such a request.

COMMENT:

The young people in the community might be interested in forming a Friends group. Since a number of former pages return as volunteers, they might spearhead such a group. Friends could serve the library in many capacities - volunteers, story hour, book sale, program planning - if ever organized.

RECOMMENDATIONS

The New Hyde Park Library has all the good qualities of a "mama and papa store"-- smallness, friendliness, warmth, one-to-one relationships. But is this good, contemporary, in-depth library service? How does one achieve such service without sacrificing the library's good qualities and without overburdening the taxpayer? Is there validity for the three libraries supported by village taxpayers to coexist under separate jurisdictions?

These are the questions facing the library Board. The Board needs to sit down with the Hillside and Elmont Boards, a representative of the Division of Library Development and a representative of the Nassau Library System to work out an equitable solution.

CONCLUSIONS AND RECOMMENDATIONS

In Chapter IV, various terms like "definition," "measurement," "quality," "library," and "standards" were touched upon and through the accepted methods of comparison it was learned that New Hyde Park Public Library has a per capita expenditure that is below standard, a book collection that is larger than most recommendations but that is deceptively so since a large portion of the materials should be weeded, a clerical staff that is below the suggested formulas, a building that is aged and far too small and poorly shaped for efficient service, and perhaps most significantly - a collection that is grossly underutilized by the community. Librarianship is one field that has not easily lent itself to weighing and measuring perhaps because library services traditionally have not been saleable items on the open market and therefore have not gone through the process of being graded and labeled. Consequently, the name "library" is bestowed equally upon the Library of Congress, the New York Public Library and the New Hyde Park Public Library. Doubtless there are those in the field who would point out that indeed there are gradations or categories of libraries even today. And it is true that studies have shown a basic indicator of quality service to be budget size. Therefore, by knowing a public library's given budget, placement can be made in either small, medium, or large groupings. Obviously, the service pattern will vary considerably between the large (in terms of per capita support) public library facility and the small. Others could quite rightly point out that in certain regions, the variety among libraries has given rise to new terms to denote more specifically the type of service offered. And, so it is, in the United States there are neighborhood centers, storefront branches, reading stations, study centers, etc. All of these terms narrow the scope of the service package and oridnarily place emphasis on one aspect of library service above any other. In Britain the term - book centre - has come to be widely accepted - actually this term may most succinctly clarify the degree of difference between categories of library facilities. A book centre would concentrate on recreation and leisure time reading not in-depth reference services or expansive audiovisual collections. Regardless of the terminology used, there is little doubt that the service package offered at New Hyde Park falls short of meeting the wide range of materials, programs, and services expected and available in today's public libraries. The deficiencies are especially pronounced when New Hyde Park is compared with other Nassau County public libraries. At best, the New Hyde Park Public Library is currently operating as a reading station and not as a full fledged public library.

At the outset of this survey, the Board of Trustees expressed a desire to have a study of present programs and services made in order to begin to devise new avenues for serving the village residents. Such an objective for the study really focused on internal matters and yet, as we have seen, much of the internal curtailment of expanded projects has

resulted from an external situation - i.e., the jurisdictional tangle that occurs between New Hyde Park and District #16 (Elmont) and that between New Hyde Park and District #5 (Hillside). Without attempting to solve the jurisdictional complexities, there is only slight progress that appears attainable. Consequently, although two options are outlined below as possible courses of action for Board consideration, the major recommendation of this survey is contained in Option A.

As with most surveys, the conclusions and recommendations are offered for the Board of Trustees to review, possibly select from, and apply locally if deemed acceptable to the goals the Board has selected for its institution. That is to say, that no outside consultant team can ever make a final decision - that job remains the responsibility of the Trustees who are invested with the task of selecting future directions of benefit to all the residents of New Hyde Park.

Options for Board Consideration:

A. CEASE OPERATION OF THE NEW HYDE PARK PUBLIC LIBRARY

Recent national events have focused public attention on the so-called bureaucratic jungle that annually swallows taxpayer dollars. Reform in government will be a rallying platform for at least the next decade of leaders. To be truly effective though, reform must begin at the local level where duplication and inefficient methods of delivering services are most controllable by citizen concern. The present village library in New Hyde Park is attempting to provide service to residents who are already receiving public library services through their tax dollars being funneled to either U.F.S.D. #5 or U.F.S.D. #16. Abolition of the New Hyde Park Public Library would reduce the village tax rate and with an end to the double taxation situation, District #5 should be able to increase their support level to upgrade public library services for district residents living in the village.

The double taxation that exists village wide is indicative of the reasoning behind the recommendation to disband the facility. Certainly, it should be stated that the Board should first explore legal channels available for resolution of the double taxation problem prior to electing to disband. Board to board discussions appear to have met with little success and it is therefore possible that the Trustees may choose to secure an opinion on the legality of the double taxation situation from the state's Attorney General. In addition to the double taxation problem though, another major factor also led to this recommendation - i.e., the low level of use now made of the facility by village residents. If the total circulation figure for the calendar year 1974 (36,298) is compared with the available hours open (54 hours weekly for 10 months of the year and 46 hours weekly for 2 months of the summer) it can be estimated that a meager 15.2 books per hour are being circulated on the average throughout the year. The crucial question must be - is it the best use of taxpayer dollars to spend approximately $25,000 yearly on salaries, $8,200 on library materials - in all some $39,500 in order to offer service to an average of 5 patrons an hour?

There are two possible methods of ceasing the operation of the village library under New York State Education Law. Method I is detailed in Section 266 -

> TRANSFER OF LIBRARIES. By vote similar to that required by section two hundred fifty-five of this chapter any municipality or district or combination of districts, or by action of its trustees at a meeting duly held any association library, incorporated or registered by the regents, may, when such vote or action has been duly approved by the regents, transfer, conditionally as provided in section two hundred fifty-nine of this chapter, or otherwise, the ownership and control of its library with all its property, real and personal, or any part thereof, to any municipality, or district, or institution providing for free library service; and the trustees or body making the transfer shall thereafter be relieved of all responsibility pertaining to property thus transferred.

Method II is detailed in Section 268 -

> ABOLITION. Any library established by public vote of any municipality or district, or by vote of the common council of any city, or by vote of the board of trustees of any village, or by action of school authorities, or under section two hundred fifty-five of this chapter, may be abolished by majority vote at an election, or at a meeting of the electors duly held, provided that due public notice of the proposed action shall have been given. If any such library is abolished, its property shall be used first to return to the regents, for the benefit of other free association or public or school libraries in that locality, the equivalent of such sums as it may have received from the state or from other sources as gifts for public use. After such return any remaining property may be used as directed in the vote abolishing the library, but if the entire library property does not exceed in value the amount of such gifts, it may be transferred to the regents for public use, and the trustees shall thereupon be free from further responsibility. No abolition of a public library shall be lawful until the regents grant a certificate that its assets have been properly distributed and its abolition completed in accordance with law.

In determining the exact means by which the New Hyde Park Public Library is to go out of business, several things should be considered, not the least of which is the exact plan whereby District #5 and District #16 would begin to assume responsibility for public library service within the village. In negotiating any cessation of operation, the Trustees of New Hyde Park have an obligation to make certain that the village residents who have used the present facility in the past are well provided for by the school district operations. One method of assuring that good service results from the closing of the village library would be for the present library Board to seek one or perhaps two positions on the public library Board of District #5. Negotiations for transfer of books and other items should also include provision for some, if not all, of the present New Hyde Park Public Library employees.

In making a determination about which option to select, the Trustees should also consider the relative position of strength that would be gained by transfer of public library service responsibility to Districts #5 and #16. Historically in Nassau County those public libraries based on a school district tax jurisdiction have been stronger in terms of available support and therefore stronger in all areas of service. Exactly why this is the case may not be quite so easy to pin down. One factor affecting the strength of school district public library facilities is the normally lower tax base or assessed valuation that is available for village tax purposes. As an example of this lower tax base, a list of the assessed valuation for each of the Nassau Library System members shows that of the five valuations at the lowest rank among the 53 public libraries, four are from village libraries and the other is from an association library that is based on a village assessed valuation. Fifth from last place on the valuation table is the assessed valuation for the village of New Hyde Park - set at $20,760,650 compared to the assessed valuation of District #16 which is $85,709,748 and District #5 which is $52,200,906. Another factor in the strength of school district public libraries is the method by which yearly budgets are set. For villages, the public library budget is approved by the village Board - elected representatives of the village citizens. But for school district budgets, the citizens of the district vote annual approval. Generally, the district wide vote raises the budget upward at a faster rate than would be found for the often more conservative village Board appropriations. The reasons for the more liberal stance of the electorate are obviously numerous. Some attribute success of library budget votes to voter apathy. Apparently there is some validity to this view since a special effort is needed to get the voter to the polls and it could be assumed that only ardent library supporters make the annual trip to vote unless the budget becomes a hotly contested issue and then obviously ardent opponents also appear to vote. Something could also be said for patron accountability since school district public library employees (unlike village library employees) do rely on the quality of their service to gain a faithful constituency that will make the yearly trek to the poll. All in all, moving the New Hyde Park service base to the school district level should markedly improve public library service to village residents.

B. MAINTAIN THE PRESENT OPERATION

Should the Board reject the plans outlined in Option A, realistically then it must be assumed that a commitment to upgrade the quality of the facilities and services presently offered has also been made. Planning for improvements should follow an outline agreed to by the Board with knowledge and support of the village Board who hold the purse strings. Throughout the pages of this study, chapter by chapter there are numerous suggestions that would naturally form the basis for improvements. If Option B is chosen by the Board, it will be their responsibility to select from the numerous recommendations those that should receive priority and proceed to construct a timetable for action. Certainly consideration must be given to all of the following:

- Devising written goals statements defining the philosophy of operation and constructing policy statements to support this philosophy.

A Book Selection Policy is a number one need for logical and orderly growth of the collection.

- Constructing a five-year plan to effect needed improvements in service with priority given to collection development (primarily weeding) and physical facilities.

At an early date, the Board should begin to explore other options for housing the library with consideration given first to leasing storefront space.

- Working more closely with the Village Board to attain a larger share of the tax dollar.

The tax valuation of $20,760,650 could be providing a much higher level of support for library services than is now provided.

- Increasing the visibility of the public library in the village community through implementation of a public relations policy.

Certainly a beginning here would be a community relations budget.

LONG ISLAND SOUND
HEMPSTEAD HARBOR
COLD SPRING HARBOR
OYSTER BAY
NORTH HEMPSTEAD
CITY OF
NEW YORK
New Hyde Park
NORTH HEMPSTEAD
HEMPSTEAD
SUFFOLK
COUNTY

NASSAU COUNTY

SHOWING LOCATION OF

VILLAGE OF NEW HYDE PARK

NEW HYDE PARK PUBLIC LIBRARY

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Please return by November 8 to either of the following libraries:

Hillside Public Library
Mr. Stanley Itkin, Director
1950 Hillside Avenue
New Hyde Park, N.Y. 11040

or:

New Hyde Park Public Library
Mrs. Caroline Vinokur, Director
1420 Jericho Turnpike
New Hyde Park, N.Y. 11040

The Hillside and New Hyde Park Libraries would like to evaluate their services in relation to the needs of the organizations in the community as part of a larger survey of their total service programs. Will you please take a few minutes to complete this questionnaire?

Name of Organization, Agency, School, Church, etc.

_____

Address _____

In which of the following would you classify your group?

___Business
___Cultural
___Educational
___Fraternal
___Governmental
___Health (Physical)
___Health (Mental)
___Intergroup
___Labor
___Political
___Professional
___Recreational
___Religious
___Senior Citizen
___Service
___Social
___Veterans
___Vocational
___Welfare
___Other (specify)

What age groups do you serve?

___Children (pre-school)
___Children (school to 13)
___Young Adult (13 to 19)
___Adult (20 to 60)
___Adult (over 60)

Do you read the Hillside Library Newsletter? ___Yes ___No

Please check (✓) those services you now receive and star (*) those services you would like to receive.

___Collection of books and pamphlets on deposit
___Materials for the handicapped
___Reference Service
___Reading lists for general distribution
___Specialized reading lists
___Exhibits of books and pamphlets
___Talking book service
___Film lending service
___Filmstrip lending service
___Cassette lending service
___Opportunity to preview films
___Loan of recordings(music and spoken)
___Program Help
___List of speakers
___Book or film discussions
___Use of meeting room
___Other (specify)
___No service

Please add any comments you wish.

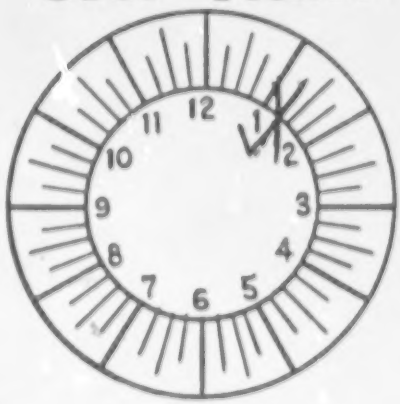
_____
Name of person answering questionnaire

INSTRUCTIONS FOR BUILDING USAGE SURVEY

You must station a person at a small table at the entrance for the entire time the library is open on the three chosen days. That person is to mark the time of arrival of each patron with a red pen or pencil, give the patron a ticket, and ask him to return the ticket when he leaves the building. Library employees and delivery men are exempt. But small children who come with an adult should receive tickets. If a person uses the library twice within the same day, he is to be given a ticket for each visit. If he comes every day of the study, he gets three tickets.

Each ticket is stamped with the face of a clock which is divided into 15-minute segments. It is not imperative that you record the exact moment a person enters and leaves. Just note in which of the 15-minute intervals he arrived and departed. You indicate this by drawing a line between the appropriate segments. For example, if a person entered at 7:50, put a line between 7:45 and 8:00. When he leaves at 8:30, draw a line between the 8:30 and 8:45 mark.

Building Usage Survey
User Ticket



CHECK:

☐ Student (Grade)
☐ Non-student

What is your occupation?

_____

☐ Male ☐ Female

Did you find the library materials or information you wanted?

☐ Yes ☐ No ☐ Partially

81

For those persons who arrive and leave within the same 15-minute interval, draw an X through that segment. See the illustration above at 1:00 and 1:15.

The tickets are to be collected from everyone exiting and the time noted. If a person has mislaid his ticket, ask if he remembers what time he arrived. Take another ticket, and record the estimated arrival and departure time. If he cannot remember, note the departure time, and write D beside the time.

For those persons who may refuse tickets, we recommend that the monitor fill out the ticket and write a brief description of the person such as "old lady with shopping bag." Hold the ticket until the person leaves. At that time the departure is recorded.

At the end of the day, group all the tickets used together with a rubber band. Place a ticket identification card on top of each pile.

Ticket Identification Card

Date _____

Usage Day (light, medium or heavy) _____

Hours Open _____ A.M. to _____ P.M.

INSTRUCTIONS FOR CIRCULATION DISTRIBUTION STUDY

Circulation Distribution

On the same three days representing heavy, medium and light usage, give copies of the white Circulation Distribution Form to attendants at the main charging desk before the library opens. Also supply the charging desks with the accompanying instruction sheet.

Some libraries charge books, records or films from individual departments bypassing the main circulation desk. If your library follows such a procedure, give copies of the green Circulation Distribution Forms to each department which charges materials for use outside the building. Also give each of these departments the accompanying instruction sheet. Check to make sure that the instructions are being followed and collect these forms at the end of each day.

Instructions for Circulation Distribution Form

Place this form next to your charging machine. Mark / through the appropriate number on the form which corresponds with the number of items checked out by each patron. For example, patron 2 checks out six items. Put a line through like: ø. Each patron will account for one line. If two persons appear to borrow on the same card -- a mother checking out adult and easy reader books -- count this as a single charge. When in doubt, consider each card or transaction as one patron.

For those persons who borrow more than 11 items, write the total number of items in the last column. It is not necessary to distinguish between books and other library materials.

Count renewals as new circulations, but do not count inter-library loans or films borrowed from a film circuit on these sheets.

Stop when you reach the last patron number on the form, or when you have tallied all circulations for a day.

Name of Library _____ E - 2

Department _____

CIRCULATION DISTRIBUTION FORM

CIRCLE USAGE DAY... light, medium or heavy Date _____

Patron	Number of Items Borrowed										
1	1	2	3	4	5	6	7	8	9	10	11+
2	1	2	3	4	5	6	7	8	9	10	11+
3	1	2	3	4	5	6	7	8	9	10	11+
4	1	2	3	4	5	6	7	8	9	10	11+
5	1	2	3	4	5	6	7	8	9	10	11+
6	1	2	3	4	5	6	7	8	9	10	11+
7	1	2	3	4	5	6	7	8	9	10	11+
8	1	2	3	4	5	6	7	8	9	10	11+
9	1	2	3	4	5	6	7	8	9	10	11+
10	1	2	3	4	5	6	7	8	9	10	11+
11	1	2	3	4	5	6	7	8	9	10	11+
12	1	2	3	4	5	6	7	8	9	10	11+
13	1	2	3	4	5	6	7	8	9	10	11+
14	1	2	3	4	5	6	7	8	9	10	11+
15	1	2	3	4	5	6	7	8	9	10	11+
16	1	2	3	4	5	6	7	8	9	10	11+
17	1	2	3	4	5	6	7	8	9	10	11+
18	1	2	3	4	5	6	7	8	9	10	11+
19	1	2	3	4	5	6	7	8	9	10	11+
20	1	2	3	4	5	6	7	8	9	10	11+
21	1	2	3	4	5	6	7	8	9	10	11+
22	1	2	3	4	5	6	7	8	9	10	11+
23	1	2	3	4	5	6	7	8	9	10	11+
24	1	2	3	4	5	6	7	8	9	10	11+